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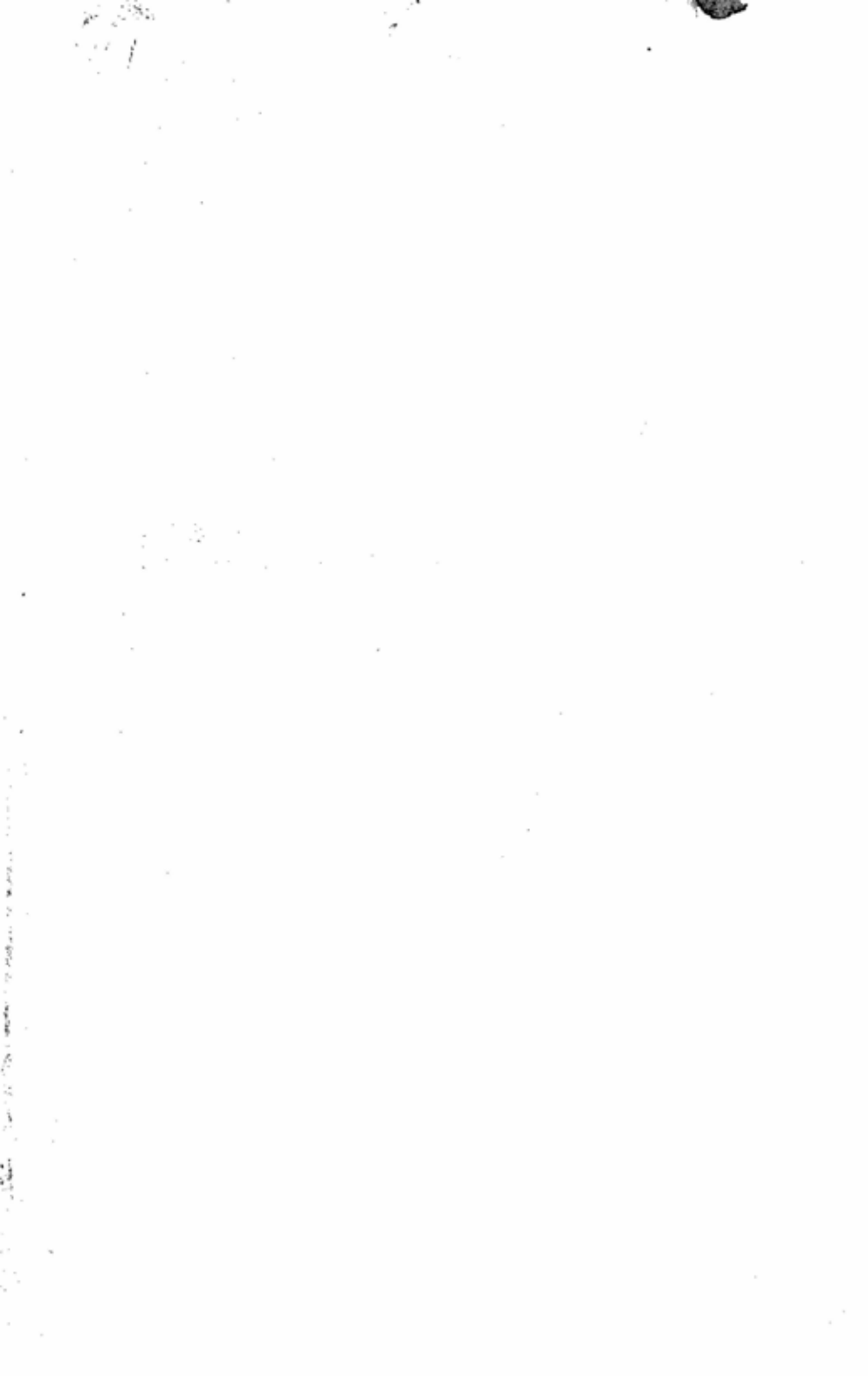
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INTRODUCTION TO REFERENCE BOOKS



INTRODUCTION TO REFERENCE BOOKS

BY

A. D. ROBERTS, F.L.A.

United Nations Library



THIRD EDITION

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PREFACE

The first edition of this book was based on lectures given during the 1945-46 and 1946-47 sessions of the School of Librarianship at University College, London. Eight years have now passed since it first appeared. Its author has spent most of that time in New York. He has, however, been very well informed about developments in Great Britain and the final revisions to this third edition have been made during a visit to London. Thanks are due to a number of librarians and others who have supplied information for this new edition.

The majority of its chapters are devoted to descriptions of the various *kinds* of reference books that we have. The individual works which have been cited are, for the most part, those which are general in character, so that this book does not deal in detail with the literatures of special subject fields. In some chapters short historical introductions have been included, it being essential that students should know, for example, something of the history of encyclopædias and that they should learn about the growth in importance of the periodical. These subjects are, however, large ones and the treatment of them here has necessarily been sketchy. It is hoped that students will supplement the historical information in this book by additional reading.

Some readers may feel that I have been erratic in the fullness with which I have dealt with the various kinds of reference books. In deciding at what length to write, I have been guided by the relative importance of the kind of book in question in a general reference library, and by the availability to the student of other satisfactory accounts with which he can supplement what I have written. I have also borne in mind the nature of the books themselves; it would, for example, be absurd to write a long account of the contents and value of *Whitaker's almanack*, for these things are best learnt by examining the work itself and by actually finding the answers to questions in it. In several chapters, the works of most importance to British students of librarianship have been indented on the page, to give them prominence. Some of these indented works are items which, because of their expense or because of their foreign origin, or both, are not available in many British libraries. Nearly all of them are, however, accessible in libraries to which the students at University College have easy

access. The majority of them are also available in the larger provincial cities. The present writer feels sympathy for those less fortunate students who study with this book, but without access to many of the books cited therein. It is impossible to study reference books and their uses properly without such facilities, and it can only be hoped that eventually all candidates for examinations in this subject will have them. Most of the information in this book is fundamental professional knowledge which should be studied by all assistant librarians, whether their duties be in national, public, university or special libraries. An effort has been made, in the provision of illustrative examples and in the mention of the uses of various works, to cater for the interests of assistants in all these kinds of libraries.

One of the difficulties facing the student of this subject is that there is an enormous number of reference books in existence, whose titles and value it would be very useful to know. There is in this a temptation to concentrate on learning the maximum number of titles possible and it is one that is sometimes encouraged by examiners. There is, however, a definite limit to what the student can satisfactorily absorb in this way; as there are, of course, strict limits to what librarians of many years' experience can carry in their heads themselves. We cannot, in fact, do proper reference work without an apparatus of bibliographies and indexes in a library that is itself adequately catalogued and classified. It is therefore equally essential for students to study the methodology of reference work and for them to have practical experience of it, by their being set to find the answers to individual problems in a reference library of some size.

When citing individual works of reference, I have sometimes brought to the fore the name by which they are generally known. Thus the first words of an entry of mine may not be those of a main entry for the same work made according to an accepted cataloguing code. Students should remember this when looking for these books in library catalogues.

There were a few errors in the second edition of this book and the author is grateful for the letters he received about them. If any errors remain or if new ones have been introduced, please send a note about them to me, care of the Library Association.

London, August 1955.

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CHAPTER I

INTRODUCTION

The first meaning of "reference book" given in the American Library Association's *Glossary of library terms* (1943) is that such a work is one "designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively". Most of the books quoted in the other chapters of this book will be reference books of this kind, and all British reference libraries will have some of them. Such books form, however, only a small portion of the bookstock of large reference libraries. Let us take the principal types of library in turn and see how they give their reference services to their readers.

In the majority of British public libraries, reference books are housed in a separate department from books which may be taken home, although in the smallest of these libraries they often have to be content with an alcove or other section in the lending library. In these small public libraries, and in branch libraries of large public library systems, the majority of the reference books available will probably be works which agree with the definition quoted above. The loan of these books is often forbidden or, alternatively, they may be allowed "out" for short periods only at the discretion of the librarian. An assistant in such a library who is endeavouring to find specific items of information for a reader will often find that the resources of the books in the lending department are more adequate than those of the reference books themselves; in these cases the lending library's books will be serving temporarily as reference books.

Small public reference libraries may have some treatises and even monographs in their stock, and, when such a library grows in size, the relative importance and number of those kinds of books increases. As a general rule, the larger the population of a town or city, the more extensive will be the resources of its reference library. The largest public reference libraries contain many works which are also in their respective lending departments. In the majority of British public libraries, however, many treatises, and certainly most monographs and textbooks, will be in the lending departments; the more exhaustive treatises only being in the reference library. But British public libraries vary too much both in quality and in the policies they pursue for hard and fast rules to be made about them. In all of them it will be necessary, on

occasion, for the reference library staff to make use of the books in the lending department. It may be noticed in passing that a number of the central libraries in large American cities are divided by subject instead of into "reference" and "lending" departments. In each of these subject libraries, the books for reference and lending use are housed together and they are administered by members of the library staff with special knowledge of the subjects concerned. A few British public libraries have established special subject departments of this kind.

In university and special libraries there will be a core of reference books, the loan of which is likely to be prohibited; the majority of them will again fall within the definition with which this chapter began. In most libraries of these kinds books are loaned to students, members, teachers and other research workers, or to one or more of these groups, from the rest of the stock of the library, and while the books are away they will not, of course, be available for reference purposes. In many libraries of these kinds the provision of material for research purposes will be a large part of their function and the majority of works which have been acquired for this purpose will not be borrowed as frequently as are most of the works in a public lending library; the former will generally be available for reference purposes. If extensive provision of books for undergraduate use is made in university libraries, separate departments may be formed for this purpose, in which many copies of individual textbooks may be placed. Special libraries, too, may also have separate collections of educational and recreative materials. In both cases persons doing reference work in the main libraries will rarely have to worry about the contents of such special collections, for the works they contain are likely to be duplicated in the main library's holdings; if they are not, more exhaustive works are almost certain to be available.

Copyright libraries have comprehensive collections of material published in Britain on all subjects, and the majority of them also have extensive collections of works published abroad. Some of these libraries lend books to their own readers, while others do not. Like university libraries, they will always have the greater part of their collections available for reference, for the number of books borrowed is always very small in relation to the total number in such a library. Some other libraries which are "national" in character have similar policies.

These, then, are the most important kinds of reference library that we have. Now we must examine what kinds of assistance the staffs of these various types of library give to their readers, i.e., what is the nature of the reference work they do. This is a very large subject in itself; it is one which can only be treated briefly here.

It may be said that the idea of helping readers is itself a comparatively recent one in most kinds of libraries. Some older librarians had thought their task over when they had adequately housed and catalogued their books. Nowadays, however, most libraries will look up for their readers information which is readily accessible in their books and many libraries will do much more than this.

The librarian of a small public library who is presented with a difficult enquiry will soon find out whether his resources are adequate to answer the question. If they are not, he will either direct the enquirer to some other source of information or will, himself, try to solve it by communicating with some outside source. The librarians of larger public reference libraries will usually do their best to answer serious enquiries for information, even if it means their spending some time searching, and perhaps involves correspondence with other libraries or persons.

University libraries will not usually do this kind of work for the undergraduates, if the point at issue is concerned with their general studies. Persons doing post-graduate research in a university are likely to be frequently confronted with what are, in fact, difficult queries from the librarians' point of view, and it is part of the work for a higher degree that the person concerned should solve most of these matters himself. Nevertheless, in a good university library there is frequent contact between the research workers and the members of the library staff, and the latter should be able not only to make suggestions as to sources of information, but to discuss the bibliographical approach to certain problems at some length. The staff of a university library must certainly know the research interests of the teaching staff and, if necessary, be able to do small pieces of research for them in answer to specific enquiries.

In some special libraries a large part of the time of the staff will be taken up with this kind of work. The librarians of industrial firms and other business organizations are, for example, sent many queries for specific items of information and some of these are likely to be difficult and to consume much of the time of the library staff. In this kind of library, however, there are usually a number of subjects about which information is always welcome. The library staff will spend a fair portion of their time searching for newly published material (or for older writings which are not in the library's records) of this kind and, when an item is found, will direct the attention of the library's clientele to it. This anticipatory kind of "reference work" will also be done on a smaller scale by public reference and university libraries; for in both kinds of library the interests of some of the regular users will

be known. If public reference libraries have subject departments and if university libraries have departmental libraries or otherwise employ subject specialists on their staffs, their services to their groups of readers may be comparable to that given by a "special" library.

The practice of copyright and national libraries varies. They are continually being used by persons doing research and they are not usually able to discuss with each reader the problems he or she has, for their staffs are not adequate for the purpose. If they receive a request for a specific piece of information they may satisfy it if the matter is simple, but, if the question is difficult, their practices vary. In some libraries and with some kinds of question (specifically bibliographical ones, for example) the answers may be sought; in others, and with time-consuming questions, readers may be put in touch with persons who do research work for a fee.

It is not possible to generalize about the amount of help university and special libraries will give to members of the general public, for their practices vary. Many of them will, however, do "reference work" for outside readers if their requests are serious.

It is an interesting fact that sometimes the same questions are being asked by different persons in different kinds of libraries. It is also true that the techniques of making searches through general reference books and of helping readers are valid in different types of libraries. The questions themselves usually arrive in one of four ways in all kinds of libraries.

The first and most obvious way is when the problem is stated by the enquirer to a member of the library staff at the reference "desk", and no comment is needed about this. A second way is when members of the library staff ask readers who seem at a loss if they can be of any help to them. This kind of questioning, if done discreetly, is likely to be very helpful to readers in libraries of all kinds. The present writer has been asked many difficult questions in this way, some of which the enquirers could never have answered themselves, as they were without any special knowledge of the methodology of the library concerned.

A third way in which reference enquiries arrive is by post. In most libraries, letters of this kind are seen by a senior librarian and he or she will often delegate the work of preparing an answer to another member of the staff. Libraries vary enormously in the promptitude with which they answer requests sent in this way, though it should be borne in mind that questions themselves also vary greatly in the time needed to be spent on them. The National Central Library and the regional library bureaux send out to appropriate special and larger general libraries subject requests which they have received from other libraries; these will usually come by post.

A fourth way in which questions may be presented is by telephone. University and special libraries will receive some of these from members of the institution or organization they serve, though a large number of the calls are likely to be internal ones if the library concerned is in the same buildings as the organization itself. Public reference libraries usually advertise the fact that they are willing to attempt to answer any enquiries they receive by telephone. In all kinds of library it is necessary to estimate quickly whether the required information can be found quickly or not ; if an assistant thinks it can, it will be reasonable to ask the enquirer to hold on. Only if the enquirer has specifically said that he or she wishes to wait while a search is made, should the line be kept open for more than a few minutes ; otherwise the enquirer's telephone number, name and address should be taken and a reply telephoned or posted as soon as possible afterwards.

Pierce Butler has explained very ably that the requests¹ for information made in reference libraries may be of three kinds. It is most important for students to understand these distinctions and it is proposed to recapitulate and illustrate them here.

Some questions are simple requests for facts, about which there is no disagreement. If, for example, we were asked to find the date on which Mr. Eden was born, there can be only one true answer to the question and, in this case, it would be reasonable to expect to find it in a reliable book of reference. If, however, readers ask us for an opinion as to his capabilities as a prime minister, the question is then in a different category. We will probably be able to produce estimates made by different persons, some of which will conflict with each other. With questions of this kind, our work will sometimes be finished when we have provided our enquirers with some of these different estimates. The third stage, that of reading what has already been printed about a certain matter, seeking out fresh source material, and then reconsidering the whole question is, in a word, research. Sometimes we shall undertake to do this for our readers, generally when the point at issue is limited to a comparatively narrow field. Finding fresh printed material relevant to a consideration of Mr. Eden's premiership will, of course, be easier later on, when his colleagues have written their autobiographies and the political history of the present period has been the subject of extended study. It does not follow that a present estimate must necessarily be tentative ; it might well be correct in broad outline, but later on more corroborative material will be available. Fresh source material about this subject could be obtained at the present time,

¹ In the first chapter of *The reference function of the library* (1943), a work which he edited.

but it would be best found by correspondence and conversation with persons with special knowledge and not from printed sources.

These questions of Mr. Eden's age and premiership have only been chosen because they give a clear illustration of three different categories into which questions fall. Needless to say, very few libraries would undertake to do further research on such a large, topical, and, to some extent controversial, subject such as that of his qualities as a prime minister.

It does not follow that, because questions in the first category have only one answer, that the answer will easily be found. This kind of enquiry can be very difficult or even impossible to solve. It may require an exhaustive search before we can say with some confidence that the information required does not appear to have been printed anywhere, and we may have to pursue the matter further by approaching subject specialists or by asking the appropriate specialist library or libraries if they can help.

There is a great deal of knowledge that is not made generally available in works of reference. Although, for instance, the British government does publish many statistics, it has additional statistical information which it either does not print or which it prints for confidential circulation only. Industrial firms often keep to themselves certain information about their products. Thus, if we are asked for the composition of a certain metallic alloy, for example, or for the number of persons employed in a particular occupation in this country, we may not be able to find the answers. In the latter case, we may be able to find a figure for a group of occupations which includes the one we are seeking; this figure may not, however, be "broken down" to meet our requirements. There are many subjects about which statistics could be compiled, but often we will find that the work has not, in fact, been done.

Some questions which, at first sight, belong to our first category, in fact do not. If an enquirer asks us to find for him the population of England at some time in the eighteenth or an earlier century, we might start with the reasonable hope of finding the answer, either in a general work of reference or in a book on the population of England. After a little searching we should soon discover that the first general census of England was taken in 1801, and that we have only estimates for previous years. This question is more like those in our second category and it should be possible for us to produce, for an interested person, several writings on the subject. None of the latter would give precise figures and we would probably find that their rough estimates differed somewhat. In most libraries and with most enquiries on this subject, we should point these things out to our enquirer and place the relevant writings

before him.² If he were seriously interested in the subject, he would probably collate their findings himself. Some enquirers might, however, say that they did not wish to spend time doing this and that they wished to have the most reliable recent estimate with the least possible bother to themselves. In such a case the library staff might undertake to review what they had found; if this was done, the authorities would be quoted for anything passed on to the enquirer. Fresh source material, relevant to this particular question does come to light from time to time, but the active search for it is the province of the subject specialist and not of the librarian.

Enquirers not infrequently ask assistants in reference libraries to name the best book on a subject or to say what is the best book on a subject for a particular purpose. If the reference library has several members on its staff, it is possible that one or more of them will know the answer, and it is also possible that the answer may be obtained from bibliographies and reading lists or other works of reference. This kind of question is frequently asked in public lending libraries and in some of these latter there are "readers' advisers" on the staff whose special task it is to deal with them. Such a person can usually cope with the easier questions presented, either from personal knowledge or by using reading lists which he has available. If more difficult queries are to be answered from works of reference, access to a medium-sized or large reference library may be very helpful. The ideal person for answering this kind of enquiry is, however, the subject specialist with a good bibliographical knowledge and with a sympathetic attitude towards the needs of the person making the request. Such persons are too few, though reference libraries with members on their staffs with specialist knowledge, or librarians with access to non-librarian specialists will be able to do this kind of work.

Assistants in reference libraries must try to assess the amount of the "readers' adviser" element there is in the questions they receive. In public reference libraries, especially, a proportion of the enquiries made for books on specific subjects comes from persons with no bibliographical background and we must, if we can, give them the book or books which both contain the information they require and present it in the way best suited to them. In a large reference library, especially, it is easy to swamp a reader with material on some subject when a better policy would have led the

² E.g., Glass (D. V.) *Population. Chambers's encyclopaedia* (1950), vol. 11, pp. 80-81; Glass (D. V.) *Gregory King's estimate of the population of England and Wales, 1695. Population studies*, vol. 3 (1950), pp. 338-74; Greenwood (M.) *Medical statistics from Grant to Farr. Biometrika*, vol. 32 (1942), pp. 219-25 (also reprinted separately); and Russell (J. C.) *British medieval population* (1948), pp. 280-1.

librarian to sift the material first. Similarly, exhaustive or lengthy bibliographies may be compiled for persons requiring something more simple ; it may, in fact, be easier to make a lengthy bibliography than to give the simpler answer, because the latter may call for specialist subject knowledge.

In a public reference library many questions are asked which call for advice about the problems of daily life, as well as for facts about the rules to which we are asked to conform, and the facilities available for us. The 1939-45 war and its aftermath have multiplied the number of these problems and possibilities. There are a number of reference books and serials published which are helpful in these matters and all public reference libraries should have them so that they can answer the factual questions. Some public reference libraries go further than this, and do work similar to that done by Citizens Advice Bureaux, while in other parts of the country Citizens Advice Bureaux function separately. Similarly, there may be some division of work between the public reference library and the public relations officer of the local authority. The works of reference useful for advising on matters connected with daily life, such as the loose-leaf *Citizen's advice notes* (1942-), *Public social services : handbook of information provided by the state* (10th ed. 1955), *Voluntary social services : handbook of information and directory of organizations* (1951, with corrigenda and addenda, 1954), other publications of the National Council of Social Service and the annual *Guide to the social services* of the Family Welfare Association (46th ed., 1955), have not been described in this book.

Enquiries are sometimes made in public reference libraries for advice on legal matters. These are often best met by producing a legal work which deals with the subject in question. If the state of the law on it appears relatively simple, it may be possible for the reader or the assistant librarian, or both together, to elucidate the point at issue. If the latter is at all complicated, it is best for the assistant librarian not to attempt to elucidate ; it will probably be wiser to refer the enquirer to someone who will give him legal advice, either for a fee or without charge. Free legal advice is given at a number of centres in our larger cities and towns. In England the Legal Aid and Advice Act, 1949 (12 and 13 Geo. 6, Ch. 51) provides for the establishment, with government financial support, of area and local committees to administer the new legal aid scheme, but the operation of much of this section of the Act has been deferred ; only that part providing for aid in the High Court and the Court of Appeal is in force.

Assistants in reference libraries should maintain a critical attitude towards the books they use ; because something is in print, it does not follow that it is accurate. We find some

rather startling discrepancies between different works of reference. H. McKay, the author of *The world of numbers* (1946), worked out the area of the earth as probably just over 197 million square miles. *Whitaker's almanack*, he found,³ gave 196,550,000 square miles, the five-figure accuracy of which he questioned; *Physical and chemical constants* gave the equivalent of 197,700,000, and an atlas 195,647,240 square miles.

When he compared the figures given in different atlases for the average heights of continents, he found further discrepancies; the figures for Australia, for example, varied from 805 feet to 1,310 feet. McKay goes on to question whether we know enough about central Australia to enable accurate estimates to be made. In chapter 4 of the present book some well-known almanacs and yearbooks are quoted; some time ago the *New Yorker* amused its readers by quoting conflicting statements in them.⁴ Reference assistants must, therefore, frequently check the information given in one reference book by that in another or others.

Returning to the subject of population, in 1949 the United Nations issued its *Demographic yearbook, 1948* which reports population statistics from many countries of the world. Some of the figures given are the results of carefully prepared censuses while others are estimates. Reviewing this volume, one writer concludes that "our knowledge of the size of the population of the world is therefore less sure than is commonly supposed . . ." and he adds that the figures in this volume for such subjects as birth-rates, death-rates, etc., are "even less trustworthy than those for total population where enumeration is said to be practised".⁵

The accuracy of statistics prepared by governmental and private agencies varies a good deal. If we discount the deliberately false figures that have been published, we must still be critical of those that have been published in good faith. Before we can be satisfied with them, we must know how they were made and what the possibilities of error in them are. G. H. Moore has pointed this out in an interesting article on the accuracy of the statistics of the United States government.⁶ He says that figures first published about some particular matter are often revised and

³ Though recent editions of this work give the figure of 196,836,000 square miles.

⁴ *New Yorker*, 17 May 1947, p. 47; 5 July 1947, p. 44; 28 January 1950, p. 59; 23 September 1950, p. 80.

⁵ Sir A. M. Carr-Saunders, *Economica*, n.s. vol. 17 (February, 1950), pp. 111-13.

⁶ *Harvard business review*, vol. 25 (Spring 1947), pp. 306-17. The *Yearbook of agriculture* changed its scope some years ago; it does not now include the statistics cited by Moore. See also an interesting series of articles on "How much unemployment?", *Review of economics and statistics*, vol. 32 (February 1950), pp. 49-79 and "On the accuracy of economic observations" by O. Morgenstern (1950).

perhaps revised more than once, for later publications, as fresh information becomes available. Thus figures for the size of the potato crop in the United States in the appropriate *Yearbook of agriculture* may be amended in later volumes, so that it is best to try the latest volume of this yearbook for its retrospective figures rather than consult the volume for the year concerned. Moore also points out that the tendency in recent years to publish "global" estimates⁷ has "increased enormously the scope and accuracy of available statistical data", but it has also led to many unreliable figures being published. "Often a great deal of ingenuity is expended in making what are, when all is said and done, very wild guesses."⁸

If we turn to figures in the fields of the pure and applied sciences, we again find that a critical awareness is necessary. Most requests received in general libraries for the speed of light *in vacuo* would be answered by the production of the figure of 186,325 miles per second, one which is given in many textbooks of physics, books of tables and other works of reference. This answer would meet the needs of many enquirers. It should be remembered, however, that even generally accepted figures like this one are probably constantly being reviewed. In many cases more accurate instruments are providing us with better estimates. If readers were suspicious of the figure given above for the speed of light, or wished to know of recent work on that subject, we might produce for them treatises on light containing chapters on this subject or recent writings in periodicals, such as "The velocity of light" by N. E. Dorsey, *Transactions of the American Philosophical Society* n.s. vol. 34 (1944), pp. 1-109, "A re-evaluation of the fundamental atomic constants", by J. A. Bearden and H. M. Watts, *Physical review*, vol. 81 (1 January 1951), pp. 72-81, and "Least-squares adjusted values of the atomic constants as of December 1950", by J. W. M. DuMond and E. R. Cohen, *Physical review*, vol. 82 (15 May 1951), pp. 555-56. The catalogue of a large scientific library is likely to record separately published works on this subject. Another writer has said that "we go on measuring the speed of light . . . for we are by no means sure that it is not growing with time."⁹

It is, however, not only of figures that we must be critical. In books of many kinds, whether by intention or accident one cannot always say, inaccurate statements are made. These

⁷ Figures for such items as national income and total output are the aggregates of the figures for many different components. The accuracy with which we can estimate individual components will often vary a good deal.

⁸ Moore, *op. cit.*, p. 307.

⁹ Bronowski, J. "The logic of experiment". *Nature*, vol 171 (31 January 1953), pp. 194-95.

will sometimes be repeated from one work to another, and it will be possible for several works to agree about a certain matter and for a minority of writings to give a different statement. The former may be reiterating the traditional view of the matter, while the latter have reported the results of a more accurate investigation. Over two hundred years ago Pierre Bayle compiled his *Dictionnaire historique et critique* as a collection of corrections of the mistakes made by other writers and in one of his articles in it he wrote :

"There is no perversion of the truth, however absurd it be, that is not passed on from book to book, from generation to generation. Lie with a bold face, we may say to the sorriest mountebank in Europe, print what outrageous extravagance you will, you will find plenty of people to copy your tales, and if you are extinguished now, the day will come, circumstances will arise, when it will be in someone's interest to bring you back to life again . . ."¹⁰

Since the time of Bayle the sum total of accurate factual information in print has, of course, increased considerably, but so also has the kind of writing about which he complained. We are more likely to encounter our errors nowadays in hastily produced secondary writings or in oversimplified popularizations than in works which have been deliberately falsified, though Miss Winchell in her *Guide to reference books* quotes the example of *Appleton's cyclopædia of American biography*, a work which otherwise contains a good deal of useful information. This contains a number of fictitious biographies, there being 15 of them in the 88 pages of letter V.¹¹ In the compilation and printing of important works of reference, the possibility of errors appearing is not inconsiderable. In many works of this kind, errata slips or pages are to be found. When consulting a work of reference which has these, we should check both the appropriate part of the text and the errata before passing on any information. One writer has suggested¹² that, except when publishers have provided errata for each page where there is a mistake, librarians should mark these places in the chief journals and reference books. This would be a valuable thing to do, but with some works of reference it would take some time. The ten volumes of the *Index animalium* of C. D. Sherborn (1902-33), for example, have 114 pages of additions and corrections.

Our knowledge of the merits and defects of individual works

¹⁰ Quoted from p. 107 of Paul Hazard's *The European mind, 1680-1915* (1953), a work which includes an admirable short account of Bayle.

¹¹ Miss Winchell refers us in her *Guide to reference books* to "Fictitious biography" by M. C. Schindler, *American historical review*, vol. 42 (July 1937), pp. 680-90 and to other accounts.

¹² "Errata and corrigenda" by J. N. Goldsmith. *Aslib, report of the proceedings of the 16th conference*, 1939, pp. 46-49.

of reference will be improved if we read what the books about reference books say about them, and if we read critical reviews of them in learned periodicals. We can ourselves make some estimate of their value when we examine them personally. Other books on reference work¹³ give us detailed instructions about how we should do this. They tell us, for example, that we should examine the author's or authors' credentials for producing the work that they have, and that by the counting of entries in works which are encyclopædic in form, we can sometimes detect nationalist bias. We should often perform these tests; they will not, however, be enumerated in detail here, for they can be studied in the works just quoted. It is, however, important to remember that we must supplement these judgments made by librarians with those made by persons with special subject knowledge whenever we can.

Many readers will require the information we are finding for them to be as up-to-date as possible. If, for example, we offer a reader a book published many years ago on the machinery used in moulding plastics, we are unlikely to please him. Similarly, an enquirer asking, in a public reference library, for information about the tariffs imposed on certain goods by some foreign country is likely to want figures of the duties at present in force. On the other hand, if information is required about the properties of some chemical compound, it may be that the only published account of it will be found in a nineteenth-century chemical journal. Bibliographically informed subject specialists will often have a shrewd idea of the date limits within which some piece of information is likely to have been published, and they should also know in a general way about the reliability of the earlier works on their subject. Assistants in general reference libraries must acquire as much of these kinds of knowledge as they can. When we have more descriptive guides to the literature of different subjects, we should be able to get some help of this sort from them. Otherwise we learn these things slowly in our daily work. It is, for example, very useful to know that "generally speaking works on ancient religion, if of earlier date than about 1850, are worthless to a modern researcher except as assemblages of material which may be useful, but only if carefully checked. Their conclusions are generally quite unscientific and often very fanciful. There are exceptions to this generalization as Lobeck's famous *Aglaophamus* (1828), but they are rare."¹⁴

Another writer has pointed out¹⁵ that the older standard

¹³ E.g. Winchell, pp. xvi-xvii; Shores, pp. 18-19; Hutchins, pp. 83-89; Hirschberg, pp. 236-37.

¹⁴ Letter by H. J. Rose. *Folk-lore*, vol. 54 (March 1943), p. 270.

¹⁵ Nicolson (M.). *The history of literature and the history of thought. English Institute annual, 1939* (1940), pp. 56-89.

histories of philosophy are great in their way, but that they are not exact over detail. If we turn again to science, G. Egloff and others have stated¹⁶ that the figures quoted in books of tables vary a good deal in value and that many of those determined before 1910 are not of much use nowadays because old-fashioned instruments were used in obtaining them. N. E. Dorsey, in his review of work on the velocity of light quoted earlier in this chapter, says that "determinations prior to 1928 seem to be of historical interest only".

It is worthwhile noting this kind of information as one comes across it, and, if one is unsure of the validity of the statements made, obtaining the opinions of subject specialists upon them, if the opportunity to do so arises.

If we turn now from the books of reference themselves to the relations between ourselves and our enquirers, we are confronted by another important subject. One aspect of this has already been mentioned earlier in this chapter, that is the importance of estimating the "reader's adviser" element in questions. This may involve our making estimates of the intellectual capabilities of our readers. Another important point is that we should clear up in our minds, as soon as possible, any doubts that we may have about the nature of the question that is being presented to us. If our enquirer presents his question personally, we should generally do this in our first conversation with him, even if it means our confessing that we are more ignorant than he may have supposed. Only on rare occasions is it advisable to accept queries about which one is unsure and to determine their exact nature by private investigation or by conversation with some other informed person. The present writer was, for example, asked once about the "baritone" trios of Haydn; he promised to report about the matter later, but he should have discovered before the enquirer left that the baryton is an obsolete instrument and that it was trios for this that Haydn had composed!

Many enquirers do not state their specific requirements to us; they ask for a work on the subject field which includes the specific point in which they are interested; this kind of request is commonly received in public reference libraries. We may, for example, be asked for a book on Italian painting by someone seeking a reproduction of a single painting by an Italian artist. If the library possesses an illustrated monograph on the painter concerned, the answer will, of course, be more likely to be found there. Often the question is presented in this way because the enquirer does not

¹⁶ Problems of the scientific literature survey. *Journal of chemical education*, vol. 20 (August 1943), pp. 393-98.

wish to take up too much of our time, and a tactful question may elucidate the real problem.¹⁷

When a reader asks to see writings on a particular subject, it is sometimes important to consider quickly whether much is likely to have been written on the topic concerned and also whether one's own library is likely to possess much of that literature. It will not, of course, always be possible to make an adequate estimate of either of these factors without making some investigations in bibliographies and in the library's catalogue. If one is unsure, it is very unwise to make guesses in the presence of the enquirer. A good reference librarian will, however, often be sure of his ground and be able to explain to the reader what, in general, the possibilities of helping him are. Readers sometimes make impossible demands. They, may, for example, ask to see all the writings on a subject on which there are many books and thousands of periodical articles. When this is pointed out to them, they will usually limit their requests accordingly.

In the list of references which follows, first place is given to an essay which should be read by students new to the subject. This is followed by an enumeration of previous books about reference books and reference libraries. It is hoped that students will find useful the brief comments made about them.

REFERENCES

In addition to the references already given in this chapter, students may profitably read "The organization of knowledge in books" by G. Woadge, *Library quarterly*, vol. 13 (Oct. 1943), pp. 281-92. This essay traces the development of informative literature from Aristotle down to modern times, and puts present day problems of reference work into a proper perspective. It is not necessary for students to learn, for most examination purposes, the names of the older books of reference quoted by Woadge, but the really keen student with access to a large reference library might well examine them.

The United States, France and Germany all have textbooks which have something in common with the present work. *Basic reference sources*, by L. Shores (1954), has chapters on reference books in special fields as well as sections dealing with general works of reference. The student may make an interesting comparison between the present work and the general part of *Shores*. Shores's emphasis is, perhaps, more on sources useful in public libraries and naturally most of the works he cites are American in origin.

On the Continent the term "bibliography" is often used with a larger connotation than it usually has in England. Thus we find

¹⁷ These matters are explained at more length in chapter three of *Hutchins*.

several books with "bibliography" in their titles which have extended their coverages to include most of the kinds of reference books considered in the present volume. From France we have the *Guide pratique de bibliographie* of F. Calot and G. Thomas (2e éd., 1950) and the *Cours de bibliographie* of L.-N. Malclès (1954). Both of these publications deal with reference books in special subjects as well as with general works. Mlle Malclès often gives us the principal general works of reference from European countries not covered by the present work. The adventurous student who wants to see how well additional countries have dealt with their problems is thus well served by the *Cours de bibliographie*. Mlle Malclès has starred the items she thinks are the most important and she has appended exercises at the ends of her chapters. For some of these exercises she has given the answers! W. Krabbe's *Bibliographie: ein Hilfsbuch für angehende Bibliothekare und Buchhändler* (6te Aufl., 1951) is a concise textbook which is, of course, useful for German information.

Turning now from textbooks for students to the more exhaustive lists of reference books, which are themselves works of reference and should, in general, only be used as such, we have first the standard work of C. M. Winchell, her *Guide to reference books* (7th ed., 1951) with its *Supplement, 1950-1952*, by Miss Winchell and O. A. Johnson (1954). Several of the editions of this work previous to the seventh were the work of I. G. Mudge, and students will undoubtedly meet this lady's name many times in the literature of bibliography. The seventh edition is international in scope: it is a work which should be in every reference library of any size. Its general descriptive material and the annotations it gives for the books cited in the present work should be carefully studied; in some cases the latter are fuller than the comments made here. The entries are arranged in an order based on the Dewey classification and there is an excellent index of authors, titles and subjects.

Its British counterpart, the *Reference books* of J. Minto (1929-31, 2 vols.), has not the lengthy annotations of Winchell, nor has it been brought up-to-date. It is still of some use for reference purposes, since it includes some titles not in Winchell. At the time of writing A. J. Walford is preparing a new guide to works of reference which will record mainly works of British origin. We also have *Reference library stock: an informal guide*, by L. R. McColvin and R. L. W. Collison (1952). This is a bibliography of works suitable for a relatively large British public reference library. It is largely confined to works in English, some of its entries having short annotations. Subjects are dealt with in an order based on the Dewey classification; short lists of the principal periodicals on the various subjects are also included. There is a brief subject index. Items

which the compilers think should be studied first hand by students are marked with two asterisks ; one asterisk directs the student's attention to a work, while a † indicates an item suitable for a smaller collection. *Reference books : a brief guide for students and other users of the library*, by M. Barton (3rd ed., 1954) is another useful annotated list. It is published by the Enoch Pratt Free Library in Baltimore. L.-N. Malclès' *Les sources du travail bibliographique* (1950-) is another important list of reference books which is described in chapter six.

The *Handbuch der bibliographischen Nachschlagewerke* by W. Totok and R. Weitzel (1954) is divided into two parts, general bibliographies and subject bibliographies, though here again one might substitute "reference books" for "bibliographies", for the compilers have not only included encyclopædias, handbooks, and biographical dictionaries, but also the names of a few of the outstanding periodicals on various subjects, as well as the principal bibliographies. The work is accurate, many of its entries have useful annotations, and marginal headings indicate either the category of a work or its country coverage. Some parts of the work are international in scope, while others are restricted to publications concerning Germany only. There is a natural tendency to treat a subject like law in this way ; Mlle Malclès has done the same thing. Though on a somewhat smaller scale than the larger *Malclès* or *Winchell*, *Totok and Weitzel* is still a work of substance. It includes some 1,800 entries as compared with 5,500 in *Winchell*. The *Handbuch der Bibliographie* by G. Schneider (4te Aufl., 1930) is a comprehensive record of general works of reference which is probably most useful now for its descriptive material on such subjects as encyclopædias and bibliographies.

One must remember that all the bibliographies of reference books have naturally given special attention to works published in their country of origin. There are also some works which are avowedly guides to the reference books of one country only : they are useful supplements to the more general bibliographies. Thus we have J. Harris's *Guide to New Zealand reference material* (1947, supplement no. 1 to June 1951, by A. G. Bagnall, 1951) and the directory of reference books published in Asia prepared by P. K. Garde which Unesco is about to publish.

Instead of classifying reference books for the purposes of describing them, Margaret Hutchins, in her *Introduction to reference work* (1944), has classified some of the enquiries which libraries receive. This book contains useful information about the methodology of searching for the answers to enquiries in reference libraries, and it also has chapters on reference library administration. The present writer found its would-be humorous preface

rather overwhelming, but students should not be deterred by this, for the book itself is good. *The reference function of the library*, edited by P. Butler (1943), has already been mentioned in this chapter. Its contributions vary in quality, and in their interest to British readers. The student should soon be able to identify those of most import and may obtain both instruction and entertainment from adding to and criticizing the list of "New reference aids needed" on pp. 319-322. *The reference librarian in university, municipal and special libraries*, edited by J. D. Stewart (1951), might help the student to appreciate further the differences between reference work in these various kinds of libraries. It also contains some bibliographical information, especially in its last chapter. Some of the material in this book is, however, of indifferent quality. *The Final examination. Part I. Bibliography and book selection* by A. J. Walford (1954) goes over much of the ground covered in the present volume very rapidly. It is one of a series of "A.A.L. guides to the Library Association examinations".

The titles of new works of reference and, more rarely, evaluative comment about the books are found, for the most part, in the general process of book selection. These works are recorded in national bibliographies and other lists of new books, they are reviewed or noted in other periodicals and in newspapers, prospectuses of them are received, and so forth. Lists of additions to both large general and specialized libraries are often helpful. There are, however, a few special sources compiled by librarians for the use of their colleagues. The section "Reference libraries", included in some monthly issues of *The Library Association record* and at present prepared by A. J. Walford and others, is one of these. Walford performs a useful service by drawing attention to some new reference books which may not be generally known. Unesco's *Bulletin for libraries* also includes notes on new reference books each month and the same organization's *Bibliographical newsletter* is also useful, though it is not distributed so widely.

Miss Winchell publishes a list of "Selected reference books" twice a year in *College and research libraries* which is international in scope. L. Shores also publishes annual lists of reference books, the latest at the time of writing being the one in the *Library journal* for 1 January 1956 (vol. 81, pp. 29-38). These records of Shores and Miss Winchell are to some extent complementary, for Shores' selections are mainly American publications suitable for public libraries, while Miss Winchell gives us a catholic selection suitable for academic institutions. From the United States we also have *Subscription books bulletin*, published every quarter by the American Library Association. This consists entirely of careful reviews of English language reference books written, for the most part, by librarians.

Some issues are quite interesting to British librarians, others are not. These latter are devoted to books of little interest in the United Kingdom. The same comment applies to the notices included each month in the *Wilson library bulletin*.

The student may feel that the list of works given above, plus the references quoted at the ends of the various chapters of this work, make too formidable an amount of reading. This is not so, for many of the items cited need not be read all through, nor is it necessary to attempt to learn everything in them. With a little discrimination, the student should be able to get through the course of study outlined, without undue worry. Some of the books and periodical articles cited in the texts of the various chapters need not be read themselves ; it is sufficient to note what is said about their content in this work.

CHAPTER 2

ENCYCLOPÆDIAS

Encyclopædias may be general or special, that is they may attempt to deal with all the fields of knowledge, or, alternatively, the subjects of which they treat may be restricted to one field of knowledge. We naturally expect to find a more detailed account of a topic in an encyclopædia which is devoted to one subject field only, though this does not always happen. Moreover, there are many fields of knowledge for which there are no special encyclopædias, and some of the special encyclopædias which we have may not be suitable for our purpose (perhaps because of their being too old) or not be available in our library (possibly because they are in a foreign tongue). In a search for information, we shall often need to consult encyclopædias of both types. In this chapter discussion will be confined to those which are general in character; the student may reasonably be expected to get to know, preferably at first hand, the names and qualities of the most important of these at an early stage in his or her career. It is by use, too, that an assistant librarian comes to know best those that are special in character, though even after many years' work in reference libraries it is unlikely that anyone will have memorized the names of *all* the important ones on *all* subjects, or even all those in our own language. For information of this kind we shall need to refer to works like those of *Winchell* and *Minto*, and to guides to the literature of special subjects, where they exist. We can, of course, find those which our own library has with the aid of the library's catalogue or classified arrangement.

All small reference libraries which are general in character should have at least one of the larger modern general encyclopædias; medium-sized reference libraries should have several of them, including the best of those in foreign languages, while the largest general reference libraries should have all, or nearly all, of those of repute.

The modern encyclopædias will answer a certain percentage of the enquiries we receive, without our needing to make reference to other works. As well as providing adequate short accounts of subjects, they may include illustrations which we require. Many of these encyclopædias append references to their principal articles which, if we consider all those in one encyclopædia as a whole, form valuable general bibliographies.

As a general rule, an article in an encyclopædia is followed by more references in the language in which the encyclopædia itself is written than it is by references in any other single language, but the consultation of several encyclopædias may help to remove this nationalist leaning. We cannot, of course, be sure of finding an adequate bibliography in any or all of the modern encyclopædias we consult, for there are in nearly all such encyclopædias articles without bibliographies and others with very brief or otherwise inadequate bibliographical references.

We ourselves may need to read the accounts of individual topics in encyclopædias before trying to answer a question on some subject with which we are not familiar. As has already been mentioned on p. 13, we should generally extract from our enquirer the exact nature of his problem, but on some occasions it may be unwise or impossible to do so. In dealing with an enquiry received through the post, for example, we should do what we can ourselves to determine exactly what is required before asking the enquirer to explain himself further. In such cases encyclopædias may be helpful. It may, on occasion, be instructive to compare the accounts of our subject given in different encyclopædias.

Assistants in libraries should not neglect those encyclopædias which are published in languages with which they are not familiar. They will provide dates and other figures, as well as pictures, without any trouble, and with the aid of a dictionary we can often extract the answers to enquiries from their printed text. Old encyclopædias, too, should be borne in mind. They contain information about their own and earlier times which may not have been incorporated in their modern counterparts; they may also contain valuable illustrations of contemporary costumes, machines, etc.

If an encyclopædia employs among its contributors some of the outstanding men in the world of knowledge and thought in its country of origin, the completed work may itself be regarded as a mirror of the civilization of that country. When we are using encyclopædias it is salutary for us to consider not only such points as the amount of factual information which they convey, the clarity of their expositions, and the quality of their illustrations, but also their penetration of thought and the attitudes to life of their writers. Some of the famous earlier encyclopædias are now more often consulted by scholars studying a writer or period than by assistants in libraries seeking individual pieces of factual information; nevertheless we should know something of them. I hope that some of the readers of the brief historical account that follows will both examine the works that are quoted and read one or more of the more extended accounts of their history, to which reference is made at the end of this chapter.

The word *encyclopædia* originally meant "the circle of knowledge" which a Greek was expected to know before he could consider his education complete, so that the first encyclopædias were, in fact, treatises on all the subjects of knowledge. Pliny the elder wrote a *Historia naturalis* which was a survey of the whole of knowledge, and other writers through the ages, including some in mediæval times, also did so. It is, however, in the latter part of the seventeenth century that we find the beginnings of the kind of encyclopædia with which we are familiar to-day. *Le grand dictionnaire historique* of L. Moreri, which was first published in 1674, went through seven editions before Pierre Bayle attempted to correct both it and the writings of others in a more famous work of his own, his *Dictionnaire historique et critique* (1695-97).¹ Both these works were very influential in their day, and some important contemporary writers borrowed extensively from them (Mandeville, the author of *The fable of the bees*, for example, borrowed from Bayle). Bayle's work is alphabetically arranged, but it is a dictionary of names of persons and places rather than an encyclopædia as we know it to-day. Its author was, at various times, in his life, a Catholic, a Protestant and a "freethinker"; in this work he was one of the first to examine the historical evidence for Biblical writings. He adopted a scheme in his *Dictionnaire* which was later used by the French *encyclopédistes*, that of giving, in their obvious places, accounts of subjects which would not wholly displease the orthodox and making cross-references from those subjects to other entries where a rather different picture was painted; by these means the censorship was avoided. His work went through several editions and is available in an English translation. The first edition of Moreri's work was also mainly a dictionary of persons and places; later editions published after his death were expanded considerably by other writers.

In the English *Cyclopædia* edited by Ephraim Chambers (2 vols., 1728), history and biography were excluded and we were given an encyclopædia of other subjects. In its preface we find stated a policy which has been followed by a number of more recent encyclopædias

"Our view was to consider the several matters not only in themselves, but relatively, or as they respect each other; both to treat them as so many wholes, and as so many parts of some greater whole."

This work (which has no relationship with nineteenth and twentieth century Chambers's encyclopædias), went through several editions, and was translated into French. The French translation was to have formed the basis of the French *Encyclopédie* but Diderot, the

¹ To which reference has already been made; see p. 11.

principal editor, decided that the work needed wholly rewriting. The *Encyclopédie, ou dictionnaire raisonné des sciences, des arts et des métiers* (35 vols., 1751-80), which was edited by D. Diderot and J. le R. d'Alembert, is one of the most famous of all its kind; the story of the imprisonment of its editors, of its being censored and confiscated, of its being secretly distributed, and the consequent delays in its completion, is exciting, and one well worth reading about in some detail.² The works of Bayle and Moreri are purely humanistic in character, whereas those of Chambers and the *encyclopédistes* leaned more towards scientific and technological subjects.

Although these works edited by Chambers and Diderot and d'Alembert were arranged in alphabetical order of topics, their editors had both used classifications of knowledge in deciding on the specific subjects to be dealt with, and in choosing cross-references. Ephraim Chambers had explained the classification of knowledge he used in his preface and had said that the cross-references at the end of his subjects would help to replace the latter in their true position on the map of knowledge. The *Encyclopédie* of Diderot and d'Alembert used Francis Bacon's classification of knowledge, and authors when writing on specific subjects were asked to conceive of their subject as being part of the whole. Diderot explained his theory of "renvoi" in his article on "Encyclopédie". Apart from the more obvious references to other headings which we would expect, cross-references demonstrating some not-so-obvious relationships should be used.

The contributors to the *Encyclopédie* experienced a great excitement over their work; they felt that by systematizing existing knowledge they were facilitating further progress by humanity. In addition to the presentation of systematized information, these writers sought to direct opinion, with the result that the work had a profound effect on European civilization and on that of France in particular. Morley has pointed out that its influence was by no means restricted to the field of religious ideas, that nearly every name that has helped to make the literature of the time famous is to be found among its contributors, and that it helped to establish the profession of letters in France. "In religion the *Encyclopédie* represents the phase of rational scepticism; it was not materialistic and atheistic; sacerdotalism was the object of attack. . . ." The author of one of the many specialist studies of the work and its contributors claims that its musical articles "established musical criticism as a literary endeavour. . ."; Rousseau and d'Alembert were among the contributors to these parts³.

² Preferably in Morley, quoted at the end of this chapter.

³ Oliver (A. R.). *The encyclopedists as critics of music*. 1947. p. 168.

As in the work edited by Ephraim Chambers, history and biography were omitted as separate subjects. The *Encyclopédie* is uneven in quality, omits many topics on which we should have expected articles, and contains some cross-references which lead nowhere; we rarely need it to find factual information to-day. Twelve of the volumes consist entirely of plates. These were quite an innovation in an encyclopædia, though many suggestions for them were obtained from a collection of engravings entitled *Description des arts et métiers faites ou approuvés par MM. de l'Académie Royale des Sciences*, which had long been in preparation and which began to appear in 1761.

The works that have been mentioned so far were written for an educated *élite* in society, but as early as the beginning of the eighteenth century there had appeared in Germany encyclopædias aimed at a wider public. In the first type of encyclopædia we usually find that a proportion of the essays, if not the majority, are of some length and that the work has a separate subject index at the end; in the more popular *Konversations-Lexikon*, as they are sometimes called, the articles are usually smaller and on more specific topics; they may not have separate subject indexes. This rough division of encyclopædias into two types is convenient for illustrative purposes; it is not, however, entirely adequate. The best known *Konversations-Lexikon* is probably that of Brockhaus, the first edition of which appeared in 1796-1810. This was addressed to the middle classes and even essayed to interest women by its contents! This encyclopædia, in its later editions, was an antecedent of at least two modern works of this kind in the English language.

In the first half of the nineteenth century several encyclopædias were published in Britain which can occasionally be consulted to advantage in reference work⁴ although they are not famous for their scholarship and much that they contain is now merely amusing to us. Some of these works, such as the *Penny encyclopædia*, first published by the Society for the Diffusion of Useful Knowledge in 1833-46, appealed to a very wide public.

Vagaries of compilation and publication are common in early encyclopædias and are not unknown in their modern counterparts. In the *Cyclopædia* edited by Abraham Rees (1819-20, 45 vols.; first published in parts, 1802-20), for example, most of the articles on musical subjects and some others are the work of Dr. Charles Burney. To make good use of these we need the guidance given us by P. A. Scholes.⁵ Burney used a number of French headings as well as English ones. He also wrote most discursively, so that

⁴ For an example see *Library Association record*, vol. 45 (July 1943), p. 126.

⁵ In vol. 2, chapter 58 of his *The great Dr. Burney* (2 vols., 1948), pp. 184-201.

even when an entry is found for a particular topic, one cannot be sure that what follows is all Burney said on this subject in the encyclopædia; there may well be additional information under some other heading. This investigation by P. A. Scholes is both instructive and highly entertaining.

If we go back a little in time to record the first edition of the *Encyclopædia Britannica* in three volumes, 1768-1771, we shall then be at a convenient point for carrying the discussion on to a consideration of the modern encyclopædias we have to-day, in groups according to the language in which they are written. The *Britannica* began as a collection of monographs by specialists, without entries under smaller subject headings or biographies of living persons. Biographies of famous persons who were deceased were, however, included, as were historical subjects. This work has gone through several editions, of which the 9th (1875-89) and the 11th (1910-11) have been praised particularly for their scholarship. The 12th and 13th editions consisted of the 11th edition plus some supplementary volumes. The 14th edition appeared in 1929, under the editorship of J. L. Garvin and F. H. Hooper; this is an edition which is widely available in many smaller British reference libraries as well as in larger ones. The number of subjects with which it deals has increased considerably over the number in previous volumes, but many of the scholarly essays which earlier editions contained are absent or have been reduced in size. In previous editions American topics had been treated with the needs of British readers in view, but this edition was produced partly in Great Britain and partly in the United States (F. H. Hooper was the American editor) and more attention was paid to the interests of Americans. It has a detailed subject index. The views of those who approve of what was done were stated recently by the writer of the obituary of J. L. Garvin in *The Times*⁶.

"With the *Encyclopædia Britannica* he [Garvin] encountered a difficult problem. The eventual product had obviously to satisfy the needs of the post-war public here and in America. It was, therefore, necessary to popularize, to modernize and to brighten it. The process entailed some sharp cutting. Certain readers brought up on the older versions felt that an Attila had burst in upon their sanctuary; and no doubt, the work looked, as to some extent it was, less academic. In fact, however, it proved well calculated for the purposes of the age which bought it and used it."

In the nineteen-thirties this encyclopædia endeavoured to keep itself up to date first by issuing a "supplement" in the form of a periodical and then, from 1938 onwards, by issuing yearbooks.

⁶ *The Times*, no. 50677, 24 January 1947, p. 7.

The latter, with the title *Britannica book of the year*, are still being published; though these volumes are useful in themselves for certain purposes, they can hardly be said to keep the encyclopædia up to date. The problem of revising encyclopædias adequately has always proved difficult; the larger works are themselves usually about two years out of date when they appear and, from the publisher's point of view, the heaviest sales take place immediately after the production of the completely revised editions; the public are not enamoured of new editions which consist of old editions plus supplementary volumes. The *Britannica* is now edited in the United States, and has adopted what is called "continuous revision". The encyclopædia has a permanent staff which claims to revise each part of the work at least twice in every ten years. The type is kept standing, and additions are made by changing and perhaps shortening existing articles. If extra pages are needed, they are inserted and letters are added to the numbers of the previous page. The numbering of editions has now been dropped and we can buy the

Encyclopædia Britannica. [New ed.] 1955. 24 vols.

which contains some information not available in earlier editions and printings.

The *Encyclopædia Britannica* still contains many articles of considerable length, and in some cases there are several contributions by different persons dealing with various aspects or phases of an individual subject. The articles are frequently signed by initials, and each volume commences with a key to those which are used in it. If there are two or more articles under one heading they may each conclude with bibliographies; this happens under such headings as "Civil service", "Renaissance architecture", "Rome" and many others. We must, therefore, be on our guard not to miss the bibliographical references which are not at the end of the last paragraphs on any particular subject.

It is not difficult to find the articles that are new or those which have been extensively revised during the process of "continuous revision". "Nationalism", "Refugees and exchange of population", "Sulfonamides, The", are among these. Nor is it difficult to find subjects which have not been revised and whose bibliographies are out of date.

The first of the modern encyclopædias bearing the name Chambers appeared in ten volumes in 1860-68.

Chambers's encyclopædia. New ed. 1955. 15 vols.

is an entirely new work which first appeared in 1950 and which has now appeared in a new edition. The quality of its entries is, on the

whole, very good. It is the only recent British encyclopædia of its size of which this can be said; it should, therefore, be found in practically all British reference libraries, even small ones. It is on a smaller scale than the *Britannica*, though the fact that the whole of its text is modern means that sometimes its information reflects contemporary thinking more, or is more up-to-date than that in the *Britannica*. It contains some lengthy articles, and numerous shorter ones; many of the latter are short notes on place names. It is aimed at a wide public, for the editors believed that "in the humanities . . . the appeal should be to the 'educated layman'—the man who has some general grounding in the subject . . . but not exact or detailed information. With science an article on a topic in science X may be read with understanding and profit by someone with a knowledge of science Y."⁷ Many articles have useful bibliographies appended. This encyclopædia announces that it decided against "continuous revision" and that every article has been examined and, if necessary, revised for the new edition. The same publishers have issued volumes of *Chambers's encyclopædia world survey* in 1952 and 1954. The material in these volumes is not in dictionary form.

Many other relatively large encyclopædias besides the *Britannica* are published in the United States. Some of them are prepared with the needs of particular groups in mind, while others are general adult encyclopædias with differing degrees of merit and in varying states of revision. After the *Britannica* the most useful of these works in British libraries are probably

Encyclopedia Americana. [New ed.] 1955. 30 vols.

Collier's encyclopedia. [New ed.] 1955. 20 vols.

The *Americana* uses the method of continuous revision, like the *Britannica*, and here again the results are not always satisfactory. It is sometimes possible to see whether articles have been revised in these encyclopædias by examining their type on the page. Often it will be found to be worn when compared with that used for a recently inserted article. The first edition of the *Americana* (1829-33, 13 vols.) used material from the seventh edition of the German Brockhaus encyclopædia. There have been various editions since and the method of continuous revision has been employed each year since 1936. Its publishers claim that "over two-thirds of the work has been revised and reset" and that "the number of half-tones and text cuts have doubled" during the past five years. They supply an "Editorial report" indicating some of the major revisions in the current edition. The *Americana* is an encyclopædia of repute.

⁷ Quoted from *Notes for contributors* printed by the encyclopædia.

Collier's, like *Chambers's* is a relatively new work ; it is attractively printed on a coated paper which has permitted the reproduction of many good illustrations on the same pages as the textual matter. In the amount of detail given to different subjects it would seem that a particular effort has been made to avoid being "academic" ; as L. Shores says, it is based on the "layman's everyday interests". There are no bibliographical references appended to the various articles; the last volume of the work contains a bibliography and an index. From the point of view of library use, this treatment of the bibliography can only be described as unfortunate. Presumably it was thought that someone who had purchased the set for use at home would be better served by this arrangement. Nevertheless *Collier's* is a useful work which will supplement the other encyclopædias for various purposes. It has already gone through several printings ; it is expected that the eleventh printing will be issued in 1956. In the first ten printings the publishers claim to have made changes on some twelve thousand pages of the text.

Brief mention may be made of two of the smaller encyclopædias we have to-day. These are prepared primarily for home or office use, though they may be the largest works of their kind very small libraries can afford. They can also be used in larger libraries as "desk reference books" ; that is, because of their smaller bulk and cost, they are sometimes placed on, or near to, a desk from which enquiries are answered and used for the simpler questions received there. The entries which they contain are necessarily brief and the bibliographical information they include is usually inferior to that easily accessible elsewhere in libraries. A new edition of *Everyman's encyclopædia* has recently appeared, 1949-50 (12 vols.). The publishers claim that the previous edition of 1931-32 has been revised throughout and that one-fifth of the new edition is fresh material. The *Columbia encyclopædia* (2nd ed., 1950) is in one volume ; it consists, for the most part, of entries for persons and places. Its bibliographical references are necessarily brief but they are often sensible ; for example, under the headings "Dictionary" and "Encyclopædia" we are referred to Mudge's *Guide to reference books* ; obvious references, perhaps, but ones not made by the other encyclopædias.

Of the larger encyclopædias in the German language, that of *Brockhaus* is the best known. From its first edition down to present times, it has always contained short articles on many small topics and has been widely circulated. F. A. Brockhaus, a publisher, bought in 1808 the rights of an encyclopædia which had been commenced by a Dr. Lobel ; some volumes of it had already been published in Leipzig. Within two years Brockhaus had completed it and had added two supplementary volumes. The quality of its

material may be judged from R. C. K. Ensor's comment⁸ that the 14th edition (1894-95) will often be found the best book of reference for the period about which he was writing, even on British subjects. The latest edition that we have

Der grosse Brockhaus. 16te Aufl. 1952- .
is on a somewhat smaller scale than its predecessors, the fifteenth edition, which was in twenty volumes (1928-35). However, the number of separate topics treated has not declined proportionately; space has been saved in many cases by shortening the articles. It is profusely illustrated and the bibliographies are said to be scarcely inferior to those in the fifteenth edition. The chief editor, Karl Pfannkuch, in an essay describing his policies,⁹ says that when ideas on a subject differ, he has endeavoured to give the opposing opinions side by side. It would, he says, be beneath the dignity of *Brockhaus* to simplify the difficult. The layman is referred from specialist topics to the main articles where he can obtain a picture of the present state of knowledge of the subject. Science, he says, is the preserve of the specialist only so long as it remains in the research state; when the results of the research are confirmed, they are seen to be part of a greater whole, and that greater whole is generally understandable. *Brockhaus* still ignores the umlaut in the alphabetic arrangement of its topics.

The latest edition of Brockhaus' principal modern rival, *Meyer*, was begun during the Nazi régime in Germany. It contains fewer and poorer illustrations than does the large *Brockhaus*, but is said to be good on geographical, scientific and technical subjects:

Meyers Konversations-Lexikon. 8te Aufl. 1936-42. 10 vols.
Vols. 1-9. A-Soxhlet. 1936-42. Vol. 12. Atlas. 1936.

Although the majority of entries in both *Brockhaus* and *Meyer* are short, both these works do include some longer essays. The German Swiss encyclopædia

Schweizer Lexikon. 1945-48. 7 vols.

which is one of the most modern we have, is on a smaller scale than the large *Brockhaus* and *Meyer*. It, too, consists mainly of short articles and definitions on a large number of subjects, with some longer essays. One of its chief merits lies in the quality of the thought that is displayed in it. There are acute and penetrating accounts of some subjects, and these are, in some cases, enhanced by stimulating cross-references. As is the case in many German encyclopædias, additional brevity is obtained by the frequent use of abbreviations in the text of the various articles. Many bibliographies are included which are useful

⁸ *England, 1870-1914* (1936), p. 576.

⁹ In *Den Freunden des Verlages F. A. Brockhaus, Wiesbaden, 1953-1954*, pp. 6-14.

to us, though in some cases they seem disproportionately large when compared with the text which they accompany. There are some excellent illustrations, but the maps are on too small a scale to be of much use in libraries. Its recency means, of course, that not only are its facts likely to be more up-to-date than those in earlier works, but also that additional subjects of contemporary origin or interest are included. Thus we find terms like "Escapism" and "Desorganisation, Soziale".

There is no recent completed French encyclopædia on a large scale. Eleven volumes of the

Encyclopédie française. 1935- .

appeared before the outbreak of World War II. Each volume of this encyclopædia is a survey of one or more fields of knowledge in loose-leaf form. However, the contents of each volume consist of a series of contributions arranged in a systematic and not in an alphabetic order. While, in the absence of a general index, this arrangement makes the encyclopædia less useful for quick reference purposes, the work is one of merit. A 1933 decree of the Conseil d'Etat made the encyclopædia a foundation recognized as being for the public benefit. In 1955 publication was resumed with the appearance of volume 14, "La civilisation quotidienne" and a supplement to volume 6 entitled "La médecine depuis 1940"; volume 3 "Le ciel et la terre" should also have appeared by the time this book is published. There will be eight further volumes, the last of which will contain the indexes. The editors claim that the contributions in this encyclopædia are neither popularizations nor manuals of their subjects for specialists. Their aim they say, quoting Renan, is to raise people's sights to the achievements of modern science.¹⁰ Some volumes are illustrated and have bibliographies.

The most scholarly of French encyclopædias is

La grande encyclopédie. 1886-1902. 31 vols.

which has signed articles and bibliographies. On historical subjects and for European literature, topography and biography, it is said to be excellent. It contains many entries for small subjects, a practice which is carried even farther in the *Grand dictionnaire universel du XIXe siècle française* of P. A. Larousse, 1866-99 (17 vols.), a work which is something of a dictionary as well as an encyclopædia. Some of the contributions to this latter work express anti-clerical views.

Because of the arrangement and incompleteness of the *Encyclo-*

¹⁰ Lefebvre, L. *L'encyclopédie française. Cahiers français d'information*, no. 254 (15 juin 1954), pp. 7-8.

pédie française and of the age of the two encyclopædias cited in the previous paragraph, some British librarians may feel satisfied with the smaller *Larousse du XXe siècle* (1928-33, 6 vols. ; revised reissue 1948-50 ; supplementary volume 1954) or the *Dictionnaire encyclopédique Quillet*, 1953, 6 vols.) In both of these works some terms receive definitions only while other entries are followed by encyclopædic information. Many of the entries are for the names of persons and places. Both are profusely illustrated, though in most cases the illustrations are small. The *Larousse* volumes are somewhat larger than those of *Quillet* and a small sampling of the dates and other figures in both would seem to suggest that *Larousse* is more reliable in this respect. Mlle Malclès, in her *Cours*, says that *Quillet* is very uneven in the treatment given to different subjects. *Quillet* does have about five hundred synoptic tables under such large headings as "Biologie", "Botanique", etc. Supplementary pages to the *Larousse du XXe siècle* are issued on green paper and each issue of the periodical *Larousse mensuel* consists of a number of articles in alphabetic order. Every three years the numbers of this journal are collected into a volume with the same format as that of the encyclopædia itself.

Three of the largest modern encyclopædias we have are those published in Italy, Spain and the U.S.S.R. The Italian encyclopædia is one of the most important of all modern encyclopædias:

Enciclopedia italiana di scienze, lettere, ed arti. 1929-39
36 vols. Appendice. 1937. Seconda appendice (1928-
1948). 1948-49. 2 vols.

The thirty-sixth volume is an index ; it includes references to the first supplement. This encyclopædia contains many excellent long articles, with, in most cases, bibliographical references appended. Its illustrations, in particular, are very fine, and far more numerous than those in other encyclopædias. The general direction of the main work was in the hands of the philosopher Giovanni Gentile and most of the writers were Italians, though in a few cases foreign authorities have contributed. Mussolini wrote the article on the doctrine of "Fascism" and signed it with his name, though all the other articles have initials after them, these being explained by a key at the beginning of each volume. We should be on our guard for the other expressions of fascist ideas which are to be found in this work ; their presence should not, however, prevent us from using the vast amount of learning and information which this work contains. The writers who contributed to the *Encyclopédie* of Diderot and d'Alembert poured into their work their passionate convictions on many subjects and the whole work is permeated

with their ideas. Fortunately for us the writers of many of the articles in the *Enciclopedia italiana* adopted a more objective attitude. There are more recent Italian encyclopædias, but they are on a smaller scale.

The best known Spanish encyclopædia is even larger:

Enciclopedia universal ilustrada Europeo-Americana. 1905-55. 90 vols.

This consists of 72 volumes containing one alphabet of entries, a supplementary alphabet of 10 volumes, and seven "Suplementos anuales", the latest of which deals with 1949-52 and was published in 1955. This encyclopædia is sometimes known as *Espasa-Calpe*—the name of its publisher. It includes both long articles and others on smaller subjects. It is an obvious source of reference on Spanish and Latin American subjects and persons, and it includes useful illustrations and maps. It can also serve as a foreign language dictionary, for it gives the translations of many terms into seven languages, including Esperanto. Volume 21 of this work deals with Spain itself; a special edition of it with a new appendix appeared in 1942.

The Soviet encyclopædias are very important in large general reference libraries, as well as in certain specialized ones. They naturally contain much detailed information about Slavonic countries and they reflect the thought of the U.S.S.R. The largest work of this kind is the

Bol'shaia sovetskaia entsiklopediia. 1949-

edited first by Sergei Vavilov, president of the Academy of Sciences of the U.S.S.R., and, since his death, by B. A. Vvedenskiĭ. Articles are not signed in this edition as they were in the first edition, which appeared in sixty-five volumes in 1926-49, with a supplementary volume in 1947. In this second edition the illustrations and maps are more numerous and of better quality. These volumes reflect official Soviet thinking at the time of their publication more closely than do the encyclopædias published in non-Communist countries. For example, substitute pages were issued to replace the ones containing the article on L. P. Beria in vol. 7 (1950) when he was brought to trial. The bibliographical references at the ends of the articles are, for the most part, to Russian sources only.

It must not be thought that the general encyclopædias described thus far in this chapter are the only ones to be found in the larger reference libraries. Substantial works of this kind, many of them with a high standard of scholarship, are published in a number of other countries. A large collection of modern encyclopædias standing side by side on the open shelves of a reading room (as they

do in London and Yale universities, for example) present an immense amount of easily accessible knowledge and, through the references they contain, these works are the keys to a not inconsiderable portion of the other holdings of libraries.

Brief mention may now be made of what can be called the encyclopædias of the faiths. The scope of many of these works is wide enough for them to be considered general in character, though the religious aspects of general subjects naturally receive much attention in them. With experience, reference librarians learn to obtain from them information, not only about the religions concerned, but also about such subjects as architecture, history and biography. The *Catholic encyclopædia* found on the shelves of many British reference libraries is now rather old (1907-22, 17 vols; loose-leaf supplement 1950-); the Vatican has recently completed a new *Enciclopedia cattolica* (1949-54, 12 vols.). There are also a number of Jewish encyclopædias, some of them being in English. The most recent Jewish work is the *Encyclopædia Hebraica* (1949-); this is in Hebrew. It is expected that it will be in sixteen volumes; an English edition of certain sections is promised. Nor must the valuable, and now expensive, *Encyclopædia of Islam* (1913-38, 4 vols. and supplement) be forgotten. Fascicules of a second edition of the latter work began to appear in 1954.

We may conclude this chapter by again reminding the reader that the production of learned encyclopædias on a large scale is not something peculiar to our century. In volume eleven of the *Library of Congress quarterly journal of current acquisitions* there is between pages eighty and eighty-one (February 1954) an illustration of an encyclopædia which occupies a room of its own. It is the 5,040 volume Chinese work entitled *Ku chin t'u shu chi ch'eng* originally published in Peking in 1728 and reproduced in facsimile in 1895-98.

REFERENCES

If the articles on the subject "Encyclopædia" in various modern encyclopædias are read, a double purpose is served. The beginnings of a comparison is made between the various works concerned, and something is learnt about their origins and history. The older editions of the *Encyclopædia Britannica* contain a long essay which is largely an annotated list of encyclopædias; this is very useful for reference purposes when such information is required, but students should certainly not try to memorize the titles enumerated there. Those who can read German can also profitably read the account of encyclopædias in G. Schneider's *Handbuch der Bibliographie* (4te Aufl., 1930). "Encyclopædias" by S. H. Steinberg, *Signature*, n.s. no. 12 (1951), pp. 3-22 will also be found useful.

For an account of the history of the French *Encyclopédie* of Diderot and d'Alembert, chapter five in volume one of *Diderot and the encyclopædists*, by J. Morley (1878), pp. 115-222, may be consulted, or perhaps the shorter account under the heading "Encyclopédistes" in the *Encyclopedia of the social sciences* (vol. 5, 1931), pp. 527-31; this is by René Hubert.

The relevant sections of Winchell's *Guide to reference books* should be read for their more detailed accounts of the arrangements and qualities of various modern encyclopædias. Here, for example, we are informed about the different methods of alphabetization used in them. Unless one is using encyclopædias constantly, it is difficult and unwise to attempt to memorize the practices of the different works, but the student must remember to refer to *Winchell* or to make the necessary tests when consulting the works themselves, otherwise articles may be missed.

The American method of continuous revision is explained by W. Yust in *College and research libraries*, vol. 1 (March 1940), pp. 147-53 ("Encyclopædia revision"), and in *Subscription books bulletin*, vol. 17 (April 1946), pp. 9-11.

Good critical reviews of the substance of encyclopædias are naturally very difficult to find; ideally they might be co-operative efforts like the works themselves. One or two individuals have had the temerity to attempt the task single handed and the student will gain some insight into encyclopædias, many scraps of knowledge, and not a little amusement by reading them. C. K. Ogden's review of the three supplementary volumes which completed the 13th edition of the *Encyclopædia Britannica* was first published in the *Saturday review of literature* on 23 Oct. 1926; it has been conveniently reprinted in an anthology, *Reading I've liked* edited by C. Fadiman (1946). Volumes 1 and 2 of the *Schweizer Lexikon* have also been seriously considered by H. R. Hoetink in *Erasmus*, vol. 1 (January 1947), pp. 74-75. The April 1951 issue of *Subscription books bulletin* contains long reviews of *Chambers's*, the *Britannica* and the *Americana*.

CHAPTER 3

DICTIONARIES

The major part of this chapter will be devoted to the principal English, French and German dictionaries and to inter-lingual dictionaries of these languages. Most attention will be paid to the larger works of these kinds. In general reference libraries these dictionaries are most often consulted about the meanings and spellings of words. Many works which are called dictionaries go beyond this and give us information about the things words stand for ; that is, they are encyclopædic in character. This may be very useful to the private individual who has the dictionary at home or in his office ; librarians, however, generally have better sources for information of this kind at their disposal in the shape of encyclopædias proper or other works of reference.

Before embarking on a description of individual dictionaries, something may be said of their history. This account will be a very brief one, for we rarely need to consult older works of this kind ; they do not, for example, have the same value as older encyclopædias. The first dictionaries were inter-lingual ; it was not until 1604 that a dictionary of English words with explanations in English appeared. This, and several of its successors, were dictionaries of difficult words only. In the seventeenth century the Italian and French academies published dictionaries of their languages defining the words of which they approved, hoping by this means to guide public taste. Many leading English writers approved of the idea of such a scheme for this country, but Dr. Johnson, who eventually edited a work which was to be standard for some time, was too wise to believe that he could fix the language.

Before the publication of Johnson's *Dictionary of the English language* (1755, 2 vols.,) a good deal of progress had been made. Nathan Bailey, in his dictionaries of 1721 and 1730, gave fuller etymologies than his predecessors had done ; he also indicated accents and syllables and was more comprehensive than earlier lexicographers. Two of the important features of Dr. Johnson's dictionary are its full treatment of different senses of the same word and its introduction of illustrative quotations. Both Johnson's work itself and the accounts of its compilation should be consulted. The student will, by these means, be better able to appreciate the greatness of Johnson's achievement and will also have the pleasure of noting some of the errors ("windward" and "leeward")

were, for example, defined in the same way) and witticisms it contains.

The idea that the compiler of a dictionary should be a historian, and not a critic, took shape in the nineteenth century. Charles Richardson, in his two volume dictionary of 1836-37, was the first to publish a dictionary of this kind. Later developments sprang from the establishment of the Philological Society in 1842, from a paper read by Dean Trench to it in 1857, and from a decision of that society to collect words not in *Johnson* or *Richardson*. At this time the brothers Grimm were working on these lines in their dictionary of the German language, the first volume of which appeared in 1854.

In 1878 the scheme proposed by the Philological Society had progressed far enough for an editor-in-chief to be chosen and for arrangements to be made for printing

A new English dictionary on historical principles, ed. by Sir J. A. H. Murray and others. 1884-1933. 10 vols. and supplement.

In 1895 the name *Oxford English dictionary* first appeared on the cover of one of the parts, though no change was made on the title-page, and this practice was continued. Authors and enquirers in libraries may quote it differently; they may cite it as *Murray's dictionary*, the *New English dictionary* or the *Oxford dictionary*, or they may refer to, or demand, the N.E.D. or the O.E.D. A further complication is that libraries which bought the original parts only are likely to have a set of the work in faded and, in some cases, worn bindings, the colours of which may vary from library to library; these will probably have on their spines *New English dictionary*. Libraries which bought the reissue of 1933 will have a series of thirteen volumes of a different size, with the title *Oxford English dictionary*. These two works are substantially the same, for minor typographical corrections only were made in the latter.

The work is largely based on slips with quotations on them which had been sent in by some 1,300 voluntary contributors. These were first pigeon-holed and then later a selection was made from them and the references verified. The aim of the dictionary as stated in the preface to its first volume, is:

“(1) to show, with regard to each individual word, when, how, in what shape, and with what signification, it became English; what development of form and meaning it has since received; which of its uses have, in the course of time, become obsolete, and which still survive; what new uses have since arisen, by what processes, and when:

"(2) to illustrate these facts by a series of quotations ranging from the first known occurrence of the word to the latest, or down to the present day ; the word being thus made to exhibit its own history and meaning : and,

"(3) to treat the etymology of each word strictly on the basis of historical fact, and in accordance with the methods and results of modern philological science."

It includes over 400,000 words, some 240,000 of which are main words ; of these latter some 52,000 are obsolete and nearly 10,000 are alien. The main words are in bold type, while subordinate words and variant and obsolete forms are entered under the relevant main headings ; there are references from these latter names in their places in the general alphabet. Synonyms and antonyms of words are not given, nor have variant pronunciations been set out in detail.

It includes over 1,800,000 quotations, arranged in chronological order for each meaning of a word. This number is many times that to be found in most books of quotations, and the careful presentation of the history of words which it represents is an extraordinarily helpful feature of the work. These quotations have been selected from the writings of 5,000 authors and only words which became obsolete before 1150 were excluded. Many expressions (such as "Hobson's choice") are explained for us, and some British and American uses are distinguished.

The last of its volumes is an *Introduction, supplement and bibliography* ; this was published in 1933. It has some 26,000 additional entries. It includes words which had been coined since the publication of the earlier volumes, additions to the meanings of old words, earlier evidence for American usage and more Americanisms, more proper names, a separate list of spurious words, and, finally, a list of books from which quotations had been made in the whole dictionary.

The dictionary attempted to record common words only. Sir James Murray wrote that it would aim to record the greater part of the vocabulary of any one man, omitting only highly specialized terms such a person might know. By doing this, its coverage would be far greater than the vocabulary of any one man. This dictionary is of very great value in reference work, but we should not use it to find the meanings of, for example, scientific or medical terms, especially those which are of comparatively recent origin. Most reference libraries will have specialized scientific dictionaries which will be better for this purpose.

It seems unlikely that anyone will attempt a revision of this dictionary, though it has been suggested more than once that separate dictionaries of our language as it has been at different

periods might be produced. Publication of one of these began in 1953 with the appearance of the first fascicules of *The Middle English dictionary*, edited by H. Kurath and S. M. Kuhn. It is expected that it will take ten years to complete this work. The Middle English quotations in the *Oxford English dictionary* were taken as a starting point and additions made from other mediæval texts.

Two other dictionaries which, like the *Oxford English dictionary*, contain over 400,000 words, are of American origin:

Webster's new international dictionary of the English language.
2nd ed. 1934.

Funk and Wagnall's new standard dictionary of the English language. 1913.

Copies of these works may be found with dates on their title-pages later than those given above; but they will not have been substantially revised. Plate revisions of *Funk and Wagnall's* have been printed, with some new words inserted at the expense of some of the original material, and with the biographies revised (proper names are included in the general alphabet of this work). Recent printings of *Webster* include a separate section of new words. Noah Webster, who gave his name to the most famous American dictionary, produced his first large work of this kind in 1828 and died before the middle of the nineteenth century. Although the edition recorded above is called the second, there have, in fact, been several others since that of 1828. The 1934 volume was the result of eight years' labour on the part of some two hundred special editors.

Webster has some 550,000 words in its main vocabulary and includes the whole vocabulary of Chaucer, though most other words which became obsolete before 1500 have been excluded. Pronunciation is indicated by a special phonetic alphabet; this is followed later by etymologies, definitions and illustrative quotations. The latter are smaller in number than those in the 1909 edition of *Webster* and, except for the Biblical references, the sources are not quoted in sufficient detail for them to be verified. These definitions are given in chronological order. Synonyms and antonyms are included.

Webster's uses an arrangement to be found in no other of the dictionaries described in this chapter, the "divided page". The main alphabet of the dictionary occupies the upper part of each page and sometimes the whole of it. The lower part of many pages is occupied by a subsidiary alphabet containing obsolete and rare words, proverbs, etc. It is essential to remember this other alphabet when searching for unfamiliar words.

Funk and Wagnall's, in contradistinction to the two other

dictionaries already described, gives the current meanings of words first and less common meanings afterwards, with etymologies after the last definitions. It includes proper names and obsolete words in its alphabet, gives exact references for its quotations, and gives synonyms and antonyms. It has been more friendly to simplified American spellings than *Webster*. Both of these dictionaries sometimes give encyclopædic information and both contain some illustrations. *Webster* also includes a pronouncing gazeteer and a pronouncing biographical dictionary, while *Funk and Wagnall's* has a history of the world day by day and some population statistics; librarians will usually use other works of reference with fuller and possibly more up-to-date information, when answering questions on these subjects.

A medium-sized general British reference library will usually have all three of the works so far described in this chapter, and some smaller ones will also have one or more of them. Some small libraries may have decided that, instead of the *Oxford English dictionary*

The shorter Oxford English dictionary on historical principles, ed. by W. Little and others. 3rd ed. 1944. 2 vols.

will be adequate for them. This has about one-sixth the number of pages of the parent work, though it does contain some words not in the latter. *The shorter Oxford* . . . does, however, contain over two-thirds the number of entries in the larger work, its smaller size being partly due to the smaller number of quotations it includes. The third edition includes an addenda of modern terms and war words; it has been revised for a one volume reprint which appeared in 1955. Another useful English dictionary, compiled on this side of the Atlantic, is

WYLD (H. C. K.) ed. The universal dictionary of the English language. 1952.

which includes some 200,000 words and gives full etymologies for them. It is said to be especially useful for its definitions of scientific and technical terms.

A number of smaller English dictionaries are available. G. & C. Merriam (the publishers of *Webster*) and Funk and Wagnall's issue abridgements of their large dictionaries, but it is rarely necessary for British libraries to purchase either these or other works of a similar size published in the United States. We shall need one or more of the following works, *The concise Oxford dictionary of current English* (4th ed., 1951), *Nuttall's standard dictionary* (1952), *Chambers's twentieth century dictionary* (1952), *Cassell's new English dictionary* (15th ed., 1949), and *Odham's dictionary of the English language* (1952). *The concise Oxford* is about one-fiftieth the

size of the *Oxford English dictionary*. Illustrations of the use of words are given if they are necessary to clarify a definition ; those included were collected independently of the parent work.

These small dictionaries are useful in all sizes of libraries and they supplement each other as well as overlap. It will often be quicker to verify some simple fact from them than it would be if one of the larger dictionaries were used. In all kinds of libraries, readers will often prefer them to the more exhaustive works. Duplicate copies of one of them will frequently be purchased for staff use, their convenient size enabling them to be placed on or near to one's desk.

All the works described so far have been general English dictionaries. There are, however, many specialized dictionaries of English words which even small general reference libraries will need. We have, for example, special dictionaries of synonyms and antonyms, of dialect, of slang, of rhymes and of word-usage, which for their respective purposes, are usually better than more general works which include their kinds of information. There are, too, works like *A dictionary of American English on historical principles* ed. by Sir William A. Craigie and others (1936-44, 4 vols.) which was modelled on the *Oxford English dictionary* ; this will, however, only be found in the larger British reference libraries. *A Dictionary of Americanisms*, edited by M. M. Mathews (1951, 2 vols.), is on historical principles and like the O.E.D. and the D.A.E. it has illustrative quotations. The *Dictionary of American English* does not record material later than 1900 ; the new dictionary comes down to the present day. Unlike the *Dictionary of American English*, it is restricted to words and meanings that originated in the United States.

In a search for the meaning of a specialized word it will often be best to consult first a dictionary or encyclopædia of the subject itself, if such a work exists. Works like *The encyclopædia of the social sciences* or *Van Nostrand's scientific encyclopædia*, to mention two well known examples, will often prove useful in this way. We will find, for example, "dumping" concisely defined in the supplementary volume of the *Oxford English dictionary* and elsewhere. In the *Encyclopædia of the social sciences*, however, there is a more elaborate explanation of the meaning of the term, as well as an essay on the subject itself and bibliographical references. The two encyclopædias just quoted cover comparatively broad subject fields and we may find that books which are more restricted in their subject matter will be available as alternatives. An example of this class of book, quoted at random, is the *Dictionary of biochemistry and related subjects*, edited by W. M. Malisoff (1943). There has been in recent years quite a spate of these specialized dictionaries, many of

them being of American origin. If one is unfamiliar with a work of this kind, it should be used with caution, for in some of them the quality of the definitions is not very high and their comprehensiveness varies enormously. One reviewer, for example, tested the work quoted above by seeing if he could find in it the less well-known topics which had been the subjects of articles in the *Journal of biological chemistry* and also those dealt with in a 1934 textbook of biochemistry. In both cases he found that roughly four out of twenty items had not been included.¹ Some idea of the inclusiveness of other specialized dictionaries may be obtained if we carry out similar sampling tests on them. The *Encyclopedia Americana* includes a number of special vocabularies under such headings as "Insurance terms" and "Workshop terms". The *New international year book* includes a "Glossary of important new words and words in the news", while the *Britannica book of the year* has such entries under "Words and meanings, new".

Inter-lingual dictionaries of a general character will also be necessary in the smallest British reference libraries. Before describing these, however, mention will be made of the principal dictionaries of foreign languages which give their explanations in their own tongues. These are not so widely available in British libraries and, of course, some knowledge of the language concerned is needed when reference is made to them. They have, however, important advantages. The larger ones are much fuller than their inter-lingual counterparts and, where questions of idiomatic usage or different shades of meaning are involved, they are likely to be more accurate. There is, for German, a work similar to the *Oxford English dictionary*

GRIMM (J.) and GRIMM (W.) Deutsches Wörterbuch,
hrsg. von der preussischen Akademie der Wissenschaften.
1854-

which is still unfinished, although the preparatory work on it was begun in 1838 and printing began in 1854. Publication of this work has been resumed since the end of the 1939-45 war; at the time of writing parts of the letters G, S, V, W and Z have still to be published. It will be some years before the work is completed. It differs from its English counterpart in not including obsolete words; it is a dictionary of the modern language with all its words treated historically. Quotations are given, but pronunciations are not indicated.

The most comprehensive dictionaries of French with definitions in French are old:

¹ *Journal of the American Chemical Society*, vol. 65 (August 1943), pp. 1660-61; review by E. G. Ball. See also the review of R. L. Knight's *Dictionary of genetics* (1948) in *Nature*, vol. 165 (24 June, 1950) p. 990, by C. D. Darlington.

LITTRÉ (E.) Dictionnaire de la langue française. 1863-72. 2 vols. in 4. Supplement, 1878.

HATZFELD (A.) and others. Dictionnaire général de la langue française du commencement de XVII^e siècle jusqu'à nos jours. 1895-1900. 2 vols.

The work of Littré's gives the primitive meaning of each word first and includes illustrative quotations. It has been described as the greatest dictionary ever compiled by one man. Modern French words approved by the Academy are defined in the

ACADÉMIE FRANÇAISE. Dictionnaire. 8e éd. 1932-35. 2 vols.

and their use is illustrated by examples coined by the Academy's members. This dictionary has always been "purist", "volontairement restreint, n'admettant de nouveaux termes aussi bien que de nouvelles orthographes ou certain tolérances qu'au compte-gouttes."² Cohen goes on to tell us that changes are only made by a majority vote of the academicians present at the meetings, without consulting learned historians or linguistic specialists who are rarely to be found among the members. Cohen says that we use the editions of this dictionary to see at what date a word or spelling has or has not gained admittance; one does not use it for its definitions. Although the French Academy awarded a prize to the manuscript of Paul Robert's *Dictionnaire alphabétique et analogique de la langue française* (1951-) M. Cohen tells us that it has not satisfied competent critics. This dictionary is appearing in fascicules; it includes many illustrative quotations. In addition to these three works we may often consult, with advantage, the *Grand dictionnaire universel du XIX^e siècle* of Larousse, to which reference is made in chapter two.

We have, fortunately, a comprehensive inter-lingual dictionary of modern French in

MANSION (J. E.) ed. Harrap's standard French and English dictionary. 1934-39.³ 2 vols. Supplement. Revised ed. 1954.

which does not include etymologies or definitions but which gives us pronunciations and, where deemed necessary, illustrative examples after the translations. The supplement is included in each part of the latest impressions and also available separately to those who bought the dictionary before 1951.

The smallest reference libraries may be satisfied with the two volume abridgement of this work which was published in 1940-44. The most modern inter-lingual dictionary of German that we have is

² Cohen, M. *Grammaire et style, 1450-1950*. 1954, p. 208.

³ This work is published in the United States with the title, *Heath's standard French and English dictionary*.

WILDHAGEN (K.) and HERAUCOURT (W.) English-German, German-English dictionary. 1952-53. 2 vols. in 3.

The English-German volume of this work is in its third edition. It is the German-English part which occupies two volumes. If we require a more extensive vocabulary with some illustrative quotations, we must refer to an older work such as

MURET (E.) and SANDERS (D.) Enzyklopädisches englisch-deutsches und deutsch-englisches Wörterbuch. [1922.] 2 vols. in 4.

This work has not, however, been revised since 1900, though its abridgement is in a more recent edition.

Inter-lingual dictionaries of other languages will not be cited individually in this book, though even small reference libraries should have works of this kind for the other principal languages of the world, including, of course, Latin and Greek. Larger and more specialized libraries will need much additional material in the shape of dictionaries of the kinds already mentioned as being available for English, that is works dealing specifically with synonyms and antonyms, slang, archaic words and so forth. One book which gives elementary information about one hundred and thirty languages and dialects, including their alphabets and the names of months and days is

VON OSTERMANN (G. F.) Manual of foreign languages. 4th ed. 1952.

This book is a very useful auxiliary when one has to check a word in a dictionary of a language with an unfamiliar alphabet ; it also has many other uses in bibliographical and editorial work involving different languages. Another useful guide has recently appeared. It is

COLLISON (R. L.) Dictionaries of foreign languages : a bibliographical guide. 1955.

This bibliography deals with the various language groups and it also has a section which lists specialized dictionaries. This section supplements the book by Holmstrom listed below. Collison's book has an excellent index.

There are also many specialized inter-lingual dictionaries, a large proportion of these being scientific or technical in character and giving the translations of terms into several languages. Specialized subject vocabularies of this kind are sometimes published in periodicals. Unesco has published a very useful bibliography of those in book form:

HOLMSTROM (J. E.) Bibliography of interlingual scientific and technical dictionaries. 3rd ed. 1954.

The entries in it are arranged according to the universal decimal classification. An ingenious system indicates from and into which languages the terms in the various dictionaries are translated. An asterisk indicates those dictionaries which Holmstrom considers good and which are extensive in relation to the subject treated ; these titles are also only those of books in print. The Science Museum Library has also published a bibliography of *Technical glossaries and dictionaries* (Rev. ed. 1952, Bibliographical Series no. 707) arranged by the universal decimal classification. This bibliography includes references to glossaries published in periodicals. These specialized dictionaries are, however, by no means restricted to science and technology and they exist for such subjects as music ; *Winchell* records some of them.

Finally, mention may be made of two additional bibliographies which appeared while this book was in proof. They are *Foreign language—English dictionaries* (1955- .) issued by the Library of Congress and the *Bibliography of monolingual scientific glossaries*. Vol. 1, *National standards*, by E. Wünster, issued by Unesco (1955). The former work will be in two volumes; only volume one dealing with special subject dictionaries had been received when this book finally went to press. A second volume of the Unesco book is also promised.

REFERENCES

Students should read the chapters on this subject in the other textbooks on reference books and also the prefaces to the various dictionaries quoted in this chapter, especially the "Historical introduction" in the supplementary volume of the *Oxford English dictionary*. Another good account of the latter work is to be found in *The periodical* (published by the Oxford University Press), vol. 13 (no. 142, 15 February 1928), pp. 1-32. *Dictionaries, British and American*, by J. R. Hulbert (1955) is a slight work, but it does touch upon some other points not covered in the present chapter. R. L. Collison's "Dictionaries and dictionary-makers", *Steckert-Hafner book news* vol. 9 (April-May 1955), pp. 97-99 may also be consulted.

For reference purposes, the account of early English dictionaries in *The English dictionary from Cawdrey to Johnson*, by De W. T. Staines and G. E. Noyes (1946) and the shorter account of the whole field of English dictionaries by M. M. Mathews, *A survey of English dictionaries* (1933), may be consulted.

CHAPTER 4

NEWSPAPERS AND OTHER RECORDS OF RECENT EVENTS : YEARBOOKS

Readers will often come to our libraries in search of information which can only be found in newspapers or in the recent issues of periodicals. For this reason assistants in reference libraries should familiarize themselves with the arrangement and scope of the more important of these publications and at least one member of the staff of a reference library of any size should scrutinize *The Times* carefully every day. This is especially true of public reference libraries, but it also applies to university and special libraries, although the number of times such knowledge will be of use in these latter may be smaller.

One of the reasons for mentioning *The Times* first is that it is the largest national daily newspaper that we have and consequently the amount of factual information it gives about any item of news is likely to be larger than that in other newspapers. Its record of what may be called "official intelligence" is usually fuller than that given in the other newspapers. We may, however, sometimes find recorded in papers like the *Manchester Guardian* and the *Daily Telegraph* news items which are important to us, but which have not been mentioned in *The Times*. This possibility is an annoying one in reference work, because searches through many copies of newspapers can be very time-consuming. Political news and comment will, of course, be given with differing degrees of fulness and spleen, depending on the views of the newspaper concerned. Lord Beaverbrook, reviewing volume four of *The history of The Times* on television, said that the editorial policy of *The Times*, according to this book, was to assist the Government, of whatever complexion, to find a national policy—which was not always the way to make a lively paper. But, said Lord Beaverbrook,¹ *The Times* was always interesting, often exciting, and occasionally provocative. Sir William Haley became editor in June 1952.

Some public libraries, especially those without newspaper rooms, will be content with *The Times* plus, if the library is in the provinces, any local daily paper there may be. Each issue of this latter must also be carefully scrutinized by the staff of the reference

¹ As reported in *The Times*, 15 May 1952, p. 3.

libraries in the area concerned. University and special libraries may also find that *The Times* is adequate for their uses, though some special business libraries, including some commercial departments of public libraries, take a wide range of newspapers, including some from abroad. Two other special libraries which have a very large intake of this kind of material are those of the House of Commons and the Royal Institute of International Affairs. Most public reference libraries of any size and many non-public libraries keep and bind their copies of *The Times*; public libraries will usually treat their local newspapers similarly. The largest sets of bound volumes of newspapers are, however, in our copyright libraries, and of these the collection in the British Museum is by far the most extensive. The problem of high binding costs and the large amount of storage space needed have prevented the majority of British libraries from acquiring long sets of many newspapers. *The Times* can be purchased on microfilm, and several British public libraries have extended their holdings of that newspaper backwards in time in this way. Many libraries in the United States also have sets of newspapers and periodicals on microfilm.

The Times publishes an index to itself:

The official index to *The Times*, 1906- . 1907- .

This appears every quarter, though it began as a monthly publication with annual cumulations. Various editions of an issue of *The Times* are produced during any one day; this index records both the material in the latest edition and, by a system of numbers and stars, items included in earlier editions but deleted later. It is fuller than was *Palmer's index to The Times newspaper*. The latter is especially useful in its earlier years, for, though it was first published in 1868, its indexing has been carried back to 1790. It ceased publication in 1943 when the issue covering the period 1 April to 30 June 1941 appeared. If we have bound volumes of other newspapers, we can often find information in them via an index to *The Times*, for the latter will often direct us to the date when an event occurred. If, however, we are looking in other newspapers for information which was not published in *The Times*, it may be necessary to make a tedious page by page search. Some local public libraries have special indexes of their own to local newspapers; the Birmingham Public Libraries have, for example, a useful index of the obituaries recorded in *Aris's Birmingham Gazette*. Some public libraries clip and mount news items of local interest and arrange these in subject order. Records of this kind take some time to compile, but they are great time-savers when they provide the answers to enquiries about local matters. The libraries of individual newspapers may also have manuscript indexes to their

contents ; with difficult and important questions it may be possible to obtain answers from such a source. Those who have access to the press library of the Royal Institute of International Affairs at Chatham House also have some extra help in searching the contents of newspapers, for there items of interest to the Institute are cut up and filed by subject.

The *New York Times index* appears twice a month and cumulates annually. It is very full ; the 1954 annual volume indexes more than half a million news items and occupies 1,277 pages. Since both this index and files of the newspaper it indexes are only to be found in a few British libraries, it can only have a passing mention here.

We shall see in chapter eight that bibliographers have paid much attention to indexing articles in periodicals. Many valuable articles do, of course, appear in newspapers ; we have, however, no collective indexing of them in the United Kingdom. Such collective indexes are published in Sweden and the U.S.S.R. ; the *Current digest of the Soviet press*, an American publication, also gives us weekly index to the two Moscow newspapers, *Pravda* and *Izvestiia*, in English.

Before leaving the subject of newspapers to deal with other publications which record and index news, mention must be made of the *London gazette*. This is published every Tuesday and Friday by Her Majesty's Stationery Office. It includes much official governmental information, including minor legislative orders. Many official appointments are notified, and from time to time supplements are published which may contain such items as despatches from commanding officers of H.M. Forces written during the 1939-45 war and now published for the first time. It also includes information of value to business men, including bankruptcy and winding-up notices. The official gazettes of some foreign countries print the texts of new laws in those countries, a procedure not followed in Britain.

The most generally useful of other publications which record and index news is

Keesing's contemporary archives, 1931-

This appears in weekly parts which can be inserted into a binder. Each week a fresh index is supplied ; these indexes cumulate, and the volumes complete themselves every three years. The indexes are sometimes difficult to use, for nearly all the entries in them are under the names of countries, further subdivided by subject. Nevertheless, with patience, a good deal of information can be traced with its aid. If the information about a particular matter is inadequate in *Keesing's*, we can often turn to newspapers and other

periodicals; *Keesing's* having served in such cases to give us the date required. This procedure will often have to be followed for information too recent to be in the latest published index to *The Times*. *Keesing's* is itself based, for the most part, on a survey of current newspapers and periodicals from a number of countries. The sources used are noted at the ends of the various entries, though exact citations to issue and page are not given. *Keesing's* was originally a Dutch publication, in which language it had appeared before 1931. The Dutch work has a continuous history down to the present time, though for part of the war period it was under Nazi influence. This same influence also affected *Keesing's Archiv der Gegenwart*, during part of its life. It began publication in July 1931 and ceased temporarily in February 1945. Publication of its weekly issues was resumed in January 1950 and completed volumes covering the years 1945, 1946-47 and 1948-49 have also been published. This work has separate subject and personal name indexes which cumulate.

Facts on file: a weekly synopsis of world events (1941-) is a similar work published in the United States, though in this case the weekly parts are superseded by an annual volume, the *Facts on file yearbook*. It does contain some factual information that cannot be found in *Keesing's*, though it is inclined to be briefer and to consider "news appeal" more. It rarely gives the full texts of documents. It is to be found in few British libraries; for most purposes *Keesing's* is superior. The Central Office of Information prepares

Commonwealth survey: a record of United Kingdom and
and Commonwealth affairs. June 1948-

The scope and arrangement of this publication changed when *Home affairs survey* (1947-54) and *International survey* ceased publication in January 1955. This is a particularly useful source for official statements and summaries of important official documents. It appears twice a month and each issue contains about fifty pages. The last section, with the title "Documentation", is a useful guide to recent H.M.S.O. and other publications, with some citations to *Hansard*.

Les archives internationales (October 1944-) is a weekly, loose-leaf publication. Each issue is usually in three parts, biographies, a section for political, economic and social studies, and a chronology of world events. The middle section contains two or three articles on special topics each week. The chronology has a quarterly index which cumulates. There are also indexes to the other sections. A cumulative index to part two covers October 1944-March 1950, with a supplement covering April 1950-April

1954. An index of the biographies covers the period October 1944-April 1954 in one alphabet.

Asian recorder : a weekly digest of outstanding Asian events and index (1955-) is similar in appearance to *Keesing's*. It naturally gives fuller information for India, the country where it is published, than it does for the other Asian countries. It is, however, a valuable addition to our indexes of current events.

The publications of the British Broadcasting Corporation Monitoring Service are useful records of a different kind. The *Monitoring report* gives a brief daily summary of the general content of broadcasting from various parts of the world, while the *Summary of world broadcasts* appear twice a week. The *Summary* ... is divided into parts containing detailed accounts of broadcasting from certain selected areas (from 1 April 1955 these areas have included the U.S.S.R., Eastern Europe, the Middle East and the Far East). The works listed so far are not, by any means, an exhaustive catalogue of sources of information of this kind ; they are, however, the ones that it is most desirable that students should examine and compare. Unfortunately *Keesing's contemporary archives* is the only item described in these last paragraphs which will be found in many British libraries.

News is, of course, also recorded and commented on in periodicals published weekly and at other intervals. We shall often search recent issues of these as well as newspapers for particular queries. Frequently it will be wise to search an important journal dealing with the topic concerned, periodicals like *Nature*, *The engineer*, *The economist*, *The Board of Trade journal*, *The Times educational supplement*, and the *British medical journal*. The question of searching farther back in periodicals, using both their own indexes and indexes covering several periodicals, is dealt with in chapter 8. Bibliographies which list newspapers and periodicals are also recorded in chapter 7, though union catalogues of libraries' holdings of newspapers have not been listed in this book. Such works exist for the United States and Germany, but they have no British counterpart.

Mention may be made here of some useful works which record events for which arrangements have been made, but which have not yet taken place. The British Travel and Holidays Association publishes *Coming events in Britain* each month ; it includes a tabulated record of many kinds of gatherings which have been arranged for the United Kingdom and Northern Ireland, from ceremonies and conferences to sports events. *The Board of Trade journal* includes each week a list of forthcoming overseas exhibitions and fairs. Some periodicals which announce regularly forthcoming national and international conferences are recorded in

chapter 11 of this book. These are some of the sources for this kind of information, and assistants in reference libraries should note carefully all the material of this kind that is at their disposal. Sometimes lists of the activities arranged to take place in different localities may be produced locally; records of this kind should be always kept by local public libraries. The latter institutions themselves sometimes produce them.

Yearbooks

We have a British publication which surveys in each issue the events of the previous year:

The annual register of world events, 1758- . 1761- .

Edmund Burke prepared the first volume and he continued to work on this publication until 1788. It is now in four sections (a) history of the United Kingdom, (b) the British Commonwealth of Nations, (c) foreign history, and (d) a section dealing with literature, the arts, science, finance, trade and industry, law, etc. This latter section is not of great use in a large reference library, for the information is usually available in a better form in other publications. The work is, however, carefully produced, and a long set of it is a valuable asset. Its character has changed somewhat in its long career (at one time original poems were printed in it) and for two periods, 1791-1812 and 1820-24, rival series of it appeared concurrently.

Three annual supplements to American encyclopædias should also be considered here; they are the *Britannica book of the year*, *The Americana annual* and the *New international year book*.² These works are arranged in the same way as the encyclopædias themselves; they consist of a series of articles under subject headings which are arranged alphabetically. The majority of their subject headings are repeated in each volume; prominent persons are the subjects of articles if they have either died or otherwise been in the news during the year in question. The *Britannica book of the year* also has a collective entry for "Obituaries"; *The Americana annual* and the *New international year book* do the same under "Necrologies". The indexes in the *Britannica book of the year* and in *The Americana annual* cumulate. The *Britannica book of the year*, in particular, is well illustrated.

Separately published annual accounts of the progress in special fields of knowledge cannot be recorded individually here. The majority of them are bibliographical in character, recording and reviewing writings rather than events. These bibliographical

² These three yearbooks are reviewed, together with seven other similar American works, in *Subscription books bulletin*, vol. 21 (January 1950), pp. 1-14.

works are mentioned again in chapter 15 as a *kind* of publication often to be used in reference work.

All of the works described so far in this chapter are, when they appear, primarily records of recent events. Mention must now be made of some very useful annuals which do contain some recent information, but which are more in the nature of general compendia; two of them are called "almanacs", but the calendar material in them is only a small part of them. At least four should be studied with some care:

Whitaker's almanack, 1869- .

The world almanac, 1868-76, 1886- .

The statesman's yearbook, 1864- .

The international yearbook and statesmen's who's who. 1953- .

It is impossible to describe the contents of *Whitaker* in a few lines; suffice it to say that it is probably the most generally useful single volume in libraries of many kinds. Its index is at the front of each volume; three editions of each volume are published each year, a full one with maps, a "full" one without maps, and a shorter one. Its American counterpart, *The world almanac*, is, of course, the better of the two for information concerning the United States, but both have some material in common and both deal with other countries of the world as well. There are a number of other annuals of this kind which may be of use in a public reference library, for they contain some information which is not in *Whitaker* or *The world almanac*. These other works are, however, not needed for most academic purposes; British and American examples of them are *The Daily Mail year book* and *Information please almanac* (1947-). The latter is more attractively printed than *The world almanac* and does contain some information not in that work. *The world almanac*, is, however, more comprehensive. *Information please almanac* now includes a special feature section on a particular topic each year. The 1955 volume contains a section defining "new and newly important words and meanings" and giving "troublesome pronunciations".

The statesman's yearbook is divided into four main sections: international organizations, the British Commonwealth of Nations, the United States, and other countries. It gives, for each country, brief accounts of its constitution, area and population, religion, education, finance, commerce, communications, defence, etc., with relevant statistical material. Bibliographies conclude the entries for each country; they are divided into official and non-official publications and are often very useful, even in a large reference library. The whole work is, indeed, carefully edited by

a scholar, and it should be available in the majority of general British reference libraries. *The International year book and statesmen's who's who* is a comparative newcomer. Much of its information is similar in character to that in *The statesman's yearbook*; in addition it includes in a separate section some ten thousand short biographies of persons important in the public life of various countries. This work is also carefully edited.

When using yearbooks we should remember that they are, for the most part, not primary sources. They may have taken over errors from other publications or they may already be out-of-date. Sometimes it is better to go to a more specific source, if you have an up-to-date one. In December 1952 an enquirer said he thought that there were 624 deputies in the French Assembly. The 1952 *Statesman's yearbook* said 619. The *Manuel de droit constitutionnel* of G. Burdeau (1952) said 627, and on further investigation this latter figure was found to be correct; the number had been changed in 1951.

Large general reference libraries will sometimes have long sets of defunct yearbooks of the kind that have just been described; *Hazell's annual* which appeared from 1886-1922 is a good example of these. Similar annuals are also published in many other countries, though they are rarely to be found outside the larger reference libraries.

Europa and *Orbis*: *encyclopædia of extra-European countries* are two loose-leaf works which also between them cover much of the ground that *The statesman's yearbook* does; the former is in two volumes. They include more of the directory type of information than does *The statesman's yearbook*. They seem to be carefully compiled, with revised sheets for various parts appearing every two months. The replacement sheets are dated. Information additional to that given in *The statesman's yearbook*, *Europa* and *Orbis*, will often be found in regional annuals like *The South American handbook* and *The yearbook and guide to Southern Africa*; there are a number of works of this kind published, though they do not, between them, cover the whole of the world.

Fuller information about individual countries will be found in the year books published officially by those countries; *The Canada year book* and *The New Zealand official year-book* are good examples of these. The majority of these are large volumes which contain a great deal of statistical and other factual information about the countries concerned. There are, however, many countries which do not publish a work of this kind, though some of the latter do publish statistical annuals which give full or summary statistics on many subjects. In addition to publishing statistical annuals, many countries also publish monthly bulletins of statistics. Both the monthly issues and the annual volumes are likely to compare

the figures for the current period with those of earlier months or years. In many cases the figures they give will be summary ones only; if more detailed figures are required, they may have to be sought in specialized returns dealing with such specific subjects as population, trade, etc. In the United Kingdom, our Central Statistical Office publishes a *Monthly digest of statistics* (1946-) and an *Annual abstract of statistics*. The first issue with the latter title covered the period 1935-46 (1948); it was numbered 84. Number 83 had been the last issue of its predecessor, the *Statistical abstract for the United Kingdom* of the Board of Trade.³ It includes an "Index of sources".

Many countries have useful guides to their statistical series. The United Kingdom Treasury has published *Government statistical services* (1953); this has two appendices. The first is an alphabetical list of government agencies issuing statistics, while the second is an alphabetical list of subjects, indicating the publications which contain statistics on those subjects. The Office of Statistical Standards, an agency of the United States Bureau of the Budget, has prepared *Statistical services of the United States government* (1952) and a "Bibliography of sources of statistical data" is also included at the end of each issue of the annual *Statistical abstract of the United States*. The latter bibliography also includes references to some unofficial publications.

The publication of useful statistics is by no means a monopoly of governments and many useful series are issued by private agencies. Since relatively few libraries will have available even the general monthly and annual statistical returns of foreign countries, the statistical compilations of international organizations are valuable. The most generally useful of these are the *Monthly bulletin of statistics* (1947-) and the *Statistical yearbook* (1948- , published 1949-) of the United Nations. Statistics in the publications of international organizations have in many cases been taken from the national statistical returns. This is not, however, always the case. Most of the information in the *Balance of payments yearbook* of the International Monetary Fund is, for example, from unpublished sources. This work, incidentally, gives us information on dollar shortages and related problems. The statistical series of some international organizations now cover a large number of years; the *Statistical yearbook* of the United Nations carries on the record of the *Statistical year-book* of the League of Nations, the first issue of which was dated 1926 and published in 1927.

The Library of Congress has done us a great service by publishing *Statistical yearbooks: an annotated bibliography of the general statistical*

³ Cmd. 6232. *British parliamentary papers*, 1939/40, vol. X, p. 367.

yearbooks of major political subdivisions of the world (1953) and following it with a similar work for *Statistical bulletins* . . . (1954).

REFERENCES

The student who has to deal much with British statistics will find *British economic statistics : a report*, by C. F. Carter and A. D. Roy (1954) of considerable interest. While paying tribute to the quality of our statistics, this work does discuss their imperfections and makes suggestions for improvements. It includes, on pp. 171-181, a "reference table of principal British economic statistics and their sources".

The *Journal of the Royal Statistical Society, Series A (General)* has also been publishing a useful series of articles on British statistics ; the first appeared in vol. III, part 2, 1948. The earlier articles in this series have been republished in a volume entitled *The sources and nature of the statistics of the United Kingdom*, vol. 1, edited by M. G. Kendall (1952). Some of these essays are concerned with the publications of a particular government department only ; they do not, therefore, give comprehensive coverage of the topics with which they deal. They can, however, be very useful in reference work. Mention may also be made of chapter two of R. G. D. Allen's *Statistics for economists* (2nd ed., 1951) which is entitled "Sources of published statistics".

The Interdepartmental Committee on Social and Economic Research is sponsoring a series of *Guides to official sources* ; three of these have been published at the time of writing. These deal with *Labour statistics : material collected by the Ministry of Labour and National Service* (2nd ed., 1950), *Census reports of Great Britain, 1801-1931* (1951) and *Local government statistics* (1953). M. Plant's "A note on guides to the current statistics of the United Kingdom", *Journal of documentation*, vol. 9 (June 1953), pp. 125-27 contains interesting comment.

Information about the trade statistics of many countries of the world is given in *International trade statistics*, edited by R. G. D. Allen and J. E. Ely (1953). At the back of the book there is a bibliography of the relevant national publications, while in the text of the book much useful information about method and coverage is given.

The student is also recommended to read the "Symposium on newspaper indexing" in *Aslib : report of proceedings of the 14th conference, 1937*, pp. 31-48, and chapter eight of Margaret Hutchins' *Introduction to reference work* (1944), "Current information and statistical questions".

CHAPTER 5

DIRECTORIES AND OTHER BUSINESS PUBLICATIONS

The following different kinds of publications are described in the present chapter; general directories of places, telephone directories, specialized directories of subjects or particular classes of people, general trade directories, directories of telegraphic addresses and directories of specific trades. Many of these categories of works are of interest to business men, so the chapter goes on to mention codes and time-tables, of which persons engaged in commerce may also be the most frequent users.

Reference libraries of all kinds and sizes have some if not all the kinds of works enumerated above, and since, between them, they include publications which will answer very many questions of fact, it is reasonable to expect assistants in libraries to become familiar with them at the beginning of their careers. They are especially important in the reference departments of public libraries and in the libraries of business organizations. In a large public library system where there is a special commercial library, works of the kind described in this chapter form an important part of its stock and they will be consulted very frequently.

The majority of the works to be described are serial publications, many of them being annuals. We shall often need to consider how up-to-date they are, and, if one is not very recent, think if more recent information on our topic is to be found elsewhere. Libraries must obviously do all they can to maintain the works of this kind which they need in their latest editions, though their great number and the high cost of many items may make it impossible for us to be perfect in this respect. In some libraries they will have uses other than for providing current information. We may need older works of these kinds for tracing historical information and in some libraries, especially the larger general ones, they will be kept for this purpose.

Most directories of cities and towns in Britain contain an alphabetical list of the streets in the place concerned, showing the names of the occupants of the houses and other buildings. These lists of names are rarely complete for the whole place, though business addresses and the names of the occupants of the larger residences in the area are likely to be given. This list of streets is usually followed by an alphabetical list of names of persons and of

business and other organizations, giving their addresses ; for the most part these will be the names entered already in the street index. In a third part, the names of business people and organizations are often recorded under a series of alphabetical subject headings, so that one can, for example, find at once the names, addresses and telephone numbers of all the butchers, or piano repairers or manufacturers of paint in the place.

Although these three sections will often occupy the bulk of such a work, much other useful information is likely to be included. There is often a short historical account of the place and of its present day administration, with lists of public institutions and local officials, as well as other material. The whole directory will probably have a subject index, though this latter will be short and will not always be easy to find, for it may be printed between advertisement pages. The majority of directories also include a map of the region they cover.

The Post Office London directory is the best known work of this kind. It includes, in its additional information, a good deal of material that is national in character, in its banking, legal, postal and parliamentary sections, for example, as well as a "transport directory and country gazetteer". It has two alphabetical sequences of names, one for private residents and another for its "professional and commercial directory".

Many, though by no means all, British directories, including *The Post Office London directory*, are published by Kelly's Directories Ltd. This firm publishes a series of local directories of London and neighbouring areas, known as the "buff books"; those dealing with the London area contain fuller lists of private residents and tradesmen than does *The Post Office London directory*. At the time of writing, however, only seven of the thirty-eight works in this series has been revised since 1940.

Kelly's Directories Ltd. publish large directories for some of our principal provincial cities and also another series of "buff books" for other cities and towns which are not so large; many of these have been published in post-war editions. Their series of county directories give much general information about the individual counties concerned, as well as topographical accounts of all their parishes, villages and townships. The lists of private residents they include are by no means exhaustive, though the classified lists of trades, similar to those in the city and town directories, are fuller. At the time of writing no county directory has been revised since 1941 and the latest editions of some of them are much older. The publishers state, in a letter to the writer, that "under present conditions it is not possible for us to re-issue these books [the local directories] at definite, stated intervals and,

similarly, we are not yet in a position to compile new editions of the books in our series of county directories ”.

For much fuller information about the occupants of houses all over the country we often need to consult the electoral registers (or “ voters’ lists ”, as they are sometimes called) for the area concerned. These are arranged by wards and then by streets ; there is no alphabetical index of persons’ names to help us to trace someone whose address we do not know. In a large city an alphabetic index of streets may also be published, which may record streets too recent to have been entered in the latest directory. Electoral registers are rarely available outside the area with which they deal, because of their great expense and bulk. In a business district they may record, for a particular address, names which are different from those in the directory ; the latter will give the names of the businesses carried on there, the former will list the names of residents such as caretakers.

Supplementary information about various parts of the country, though rarely lists of private residents, can often be found in the guides to holiday resorts and to industrial areas published by the local authorities concerned. These may also contain street maps which are more up-to-date or more detailed than those in the general directories of the same areas. An excellent example of a rather different and fuller directory to a locality produced by the authority concerned is the annual *Official handbook of the Manchester district* prepared by the Town Clerk’s Department of that city ; this does not, however, include lists of residents or of firms.

This section on general directories may be concluded with a further note on their importance as historical records. Any library with a local collection will acquire and keep all the different directories of its area that it can, and, if it can afford to do so, it may also keep and bind its electoral registers. With their aid we are sometimes able to trace the movements of people and to record the growth of the place itself. In earlier years local directories will almost certainly have appeared at irregular intervals with extensive gaps for some years, which will be annoying to us when making a search. A local library should have on record the equivalent of a bibliography of all those concerning its own area, even if it does not possess all the works itself ; sometimes this information will be available in the printed catalogues of local collections. There are also two useful bibliographies of early directories, the *Guide to the national and provincial directories of England and Wales, excluding London, published before 1856* by J. E. Norton (1950) and *The London directories, 1677-1855 : a bibliography with notes on their origin and development*, by G. W. F. Goss (1932). The

work by Norton excludes places within the bounds of the present county of London. The author has felt that the few directories of separate London districts and suburbs published during this period would go better, with other directories of a later date, in a different work, which would supplement *Goss*. This book of Norton's contains an interesting historical account of the development of directories.

The majority of small public libraries and all larger ones should have a complete set of the telephone directories of this country, for, compared with general directories, they are relatively inexpensive. Apart from their obvious use for finding someone's telephone number, they will give us the addresses of very many persons and of the majority of business and professional organizations. The alphabetical telephone directories are revised annually and they may thus be more up-to-date than local or trade directories. In 1947, the directory for the London area was expanded into four volumes. Five other parts deal with Outer London areas and fifty further parts cover the rest of the country. These fifty parts can also be obtained gathered together in six volumes. There is a separate pamphlet entitled *Index to places and telephone exchanges*.

Classified telephone directories have had a rather chequered career. Before 1922 they were included after the alphabetical sequences in certain provincial directories, but they were not complete; payment having been necessary for inclusion. For some time unofficial ones were produced, with occasional experimental issues from official sources. They are now compiled by J. Weiner Ltd., and issued free to business rate subscribers. At present the London directory appears every fifteen months and the provincial ones every two years. There are eighteen separate provincial classified directories. The Post Office hopes that eventually they will all be revised annually. The provincial directories do not cover the whole of the country between them.

Telephone directories are, of course, of comparatively recent origin. The first one of London was issued by the London Telephone Company Limited in 1880; it recorded the names but not the numbers of 407 subscribers. Telephone directories of foreign countries are not often to be found in British libraries, though a few of them are provided in some of the largest commercial libraries of the country.

The *International telephone directory* published in Paris in 1954 is naturally much less full than are national directories; it does, however, give a selection of addresses and telephone numbers for many countries within one volume.

Specialized subject directories vary a good deal in scope and method of arrangement. Almost all of them include directories

of interested organizations and biographical dictionaries of important people in the field concerned. Some contain factual accounts of the subjects themselves; special articles may, for example, be included, which do not reappear in later editions. Bibliographies may also be present. Many of these works are revised annually and "yearbook" is therefore another appropriate title for that section of them. They are too numerous to be listed individually here. Fortunately we have a useful, current guide not only to these specialized directories but also to the other types discussed in this chapter:

HENDERSON (G. P.) Current British directories. 1952-

Part one of this work records local directories, with sections listing counties, towns and villages, while part two lists specialized directories alphabetically by title. The book concludes with a subject index and a list of directory publishers. The word "current" has been interpreted liberally; the pre-war editions of Kelly's directories which have not been revised have, for example, been included. Membership lists of professional bodies and trade associations, who's whos and yearbooks with directory sections have been included, whilst among the few types of book excluded are university and college calendars, holiday guides and sports handbooks.

Some directories are largely or entirely dictionaries of persons' names, although the information given in them may not always be biographical. *The directory of directors*, *The British imperial calendar and civil service list* and *The law list* are examples of this category. Biographical dictionaries are discussed later in chapter 13.

The arrangements adopted by general trade directories vary. The majority of British works of this kind have an alphabetical list of the names of firms and a separate alphabetical list of trades with the names of firms repeated under them; there may also be supplementary material such as lists of trade marks or indexes of telegraphic addresses. Some of these general trade directories deal with the industries of one country, while others are more international in scope. The nearest approach to a general international trades directory that we have is *Kelly's directory of merchants, manufacturers and shippers* (published annually); it is, however, much fuller for the United Kingdom and the Commonwealth than it is for the rest of the world. The foreign section is improving again after a lapse due to the 1939-45 war. This directory is also the best one we have for the United Kingdom. *Stubbs' directory* (at present published every two years) deals almost wholly with Great Britain. There are also other works of this kind produced in this country.

Most foreign countries produce general trade directories of

their own. *Thomas' register of American manufacturers* (published annually) is a well-known example. It is now issued in five volumes. The first three of these contain an alphabetical list of trades with the names of appropriate firms under each heading. Volume four contains both an alphabetical list of the leading manufacturers and a list of trade names. Volume five contains a detailed "product" index. Those of some other countries are arranged primarily by states, provinces or towns, though they may include a comprehensive index of trades as well. The *Anuario Kraft* covers the whole of South America in eight volumes, a series of nine volumes of *Annuaire du commerce Didot-Bottin* deals with France and its colonies; the *Sveriges Handels-Kalendar* is in three volumes, and so on.

The majority of the works of this kind include good maps, and they are often useful sources of gazetteer information. The catalogues produced for trade fairs and exhibitions are also useful selective trade directories. One or two of the British publications in this class should be found in the majority of British public libraries, including many of the smaller ones. The principal foreign trade directories should be present in libraries with commercial sections of any size.

Books which guide us specifically to the telegraphic addresses of firms will also give us their postal addresses. The two works of this kind most frequently used in Britain are *Marconi's international register* (published annually) and *Sell's directory of registered telegraphic addresses* (published annually), the latter deals primarily with Great Britain. *Sell's* includes an alphabetical list of firms, an alphabetical list of telegraphic addresses and a classified trades section and it concludes with an international section. The first main alphabet in *Marconi's* is devoted to code words, followed by addresses. A "classified trades section" follows.

A number of directories concern themselves with one trade or group of trades only; they are also usually national in scope. By and large they follow the pattern of the general trade directories, which serves to distinguish them from the works already described in this chapter as specialized directories of subjects or particular classes of people. Directories of this latter class do, however, often contain much trade information; if no specific trade directory exists in a field, the appropriate yearbook may well serve our purpose. Much trade information is also included in the text and advertisement pages of many thousands of technical periodicals. Some of these journals have annual or other special issues when their advertisement pages are so numerous that they form the equivalent of a trade directory of the industry concerned; these special issues usually include indexes to their advertisers.

Items from all the different kinds of publications described in this chapter should be found as part of the stock of a small general public reference library. University libraries will usually have a good collection of appropriate "Specialized directories of subjects or particular classes of people", though they are unlikely to require trade directories or general directories of localities other than that in which they are situated. The needs of special libraries vary too much for a general statement of their requirements to be possible. Large public libraries with special commercial departments and the business libraries of other organizations will have extensive collections of the material I have described and will also need many other works. Apart from monographs and treatises on economic and commercial subjects and extensive collections of statistical material, specialized annuals and other publications which give details of the customs tariffs of different countries will be required, as well as commercial codes. The latter enable code words or figures to be sent instead of full messages; on their receipt these coded communications can be expanded with the aid of the appropriate work of reference into the full message. The principal works of this kind are *The 7th edition five letter ABC universal commercial telegraphic code*, ed. by W. Droege (1936), and *Bentley's second phrase code*, ed. by E. L. Bentley (1929; earlier editions were called *Bentley's complete phrase code*), though there are many others. A list of these latter is to be found in *Marconi's international register*.

Bradshaw's British railways guide and hotel directory (monthly, title transcribed from cover) is to be found in the majority of British public reference libraries and it is usually in frequent use. If there is a railway time-table arranged on the "A.B.C." principle for the area in which the library is situated, the latter should also be available. *Bradshaw* indicates trains to and from all stations in the United Kingdom, while A.B.C. time-tables are of little use away from the town on which they are centred. Equally important are the six regional time-tables of British Railways. In some localities there are time-tables recording both road and rail routes. A few of the larger reference libraries of the country keep sets of *Bradshaw*, which was first published in 1839; they are occasionally needed for research purposes and are sometimes of interest to persons reading about railway history as a pastime. *Cook's continental time-table* (monthly) was published in 1873-1939 and it resumed publication again in November 1946. This should also be widely available in public libraries; in addition to its records of train services, it gives useful information about passport regulations, visas, foreign currencies, etc. British Railways also publish a continental handbook entitled *Continental services, including the Channel Isles*, though, being

mainly concerned with continental trains that connect with British transport, it is less full than *Cook's*.

Bradshaw's international air guide and the *ABC world airways guide* both appear monthly. For the latter work there is also a more frequent supplement, *ABC amendments service* several of which appear during a month. The *ABC shipping guide* appears quarterly and *The official ABC coach guide for Great Britain*, three times a year.

REFERENCES

There is little in print that is current and relevant to the contents of this chapter. Kelly's Directories Ltd. issue periodically a pamphlet entitled *List of directories, maps and other publications* which may conveniently be consulted when the directories themselves are being examined. *Telephone directories* by R. B. Green and D. J. Halliday (1939, Post Office Green Papers, no. 40) is an interesting account of their history, methods of compilation and production, and scope.

A guide to foreign business directories, issued by the U.S. Bureau of Foreign Commerce (1955), will be found a useful bibliography. *Business information: how to find it and use it*, by M. C. Manley (1955) includes many descriptions of directories, but being an American work its use in Great Britain is limited. Newly-published British directories are recorded in the "Description and travel" section of the *British national bibliography*; while trade directories are included in its commercial section.

CHAPTER 6

BIBLIOGRAPHIES

Before we can consider the use of bibliographies in reference work and the records we have of their existence, some distinctions must be made between different types of them. To begin with, they may be divided into two classes according to the *kinds* of entries which they contain. What has been called, by various writers, analytical, historical or critical bibliography is concerned with the study and description of books as material objects. In a valuable discussion of this kind of bibliography, Dr. W. W. Greg says¹ that its object is "to reconstruct for each particular book the history of its life, to make it reveal in its most intimate detail the story of its birth and adventures as the material vehicle of the living word . . ." In recent years bibliographers using these methods have been able to clarify our knowledge of the texts of some of our great writers, they have detected forgeries, and they have also solved other problems which had puzzled literary critics and historians. Several of the more recent works of this kind have not contented themselves with the detailed recording of various volumes; their entries are accompanied by essays which tell us a great deal about how the works concerned came to be written and how they were received by the public; sometimes critical estimates are also included.

Detailed descriptions of the material forms of different works are also frequently given us by bibliographers who have recorded the older and rarer books on special subjects. In so far as our reference enquiries are concerned with literary texts, with the texts of classic writers in other fields, or with the completeness and value of individual volumes, we shall, of course, use bibliographies of this kind. Such questions form, however, only a small part of the total received in most reference libraries, and the majority of the bibliographies that we need to use are not compiled in this manner. We are more often concerned with *systematic* bibliographies, in which the entries are arranged in an order chosen primarily to demonstrate the subject content of the books concerned and in which detailed descriptions of the physical forms of the works in question are usually not given.

¹ Bibliographical Society. *The Bibliographical Society, 1892-1942: studies in retrospect*. 1945. p. 27.

A division of bibliographies into other categories will illustrate their nature further. Bibliographies which do not restrict themselves by subject are "general" in character; they may, however, be restricted by form of publication, by date, by language, or by the rarity of the volumes described. Works of this kind may be analytical or systematic. In earlier centuries, when the amount of written and printed material was not so great, attempts were made to compile "universal" bibliographies. One of the most famous of the earlier works of this type is the *Bibliotheca universalis* of Conrad Gesner (1545), though even this had limitations, for it excluded works in the vernacular. The most useful general repertories of the titles of books that we have at the present time are the printed catalogues of the larger national libraries. These are described later in this chapter, while a note on the subject of "universal" repertories has been appended at its end.

Contemporary "national" bibliographies are described in chapter 9; these are lists of the books published in a country, or in a language. If these lists are sponsored by a book trade organization, they may also be called "book trade" bibliographies. A recent report of the Unesco/Library of Congress Bibliographical Survey, to which reference is made later in this chapter, defines "national bibliographical activity" as "activity in bibliographical matters carried on by agencies, groups or individuals of a single country". The report envisages a complete national bibliography as one or more publications which would record all the literary output of a country in whatever form (book, periodical article, etc.) it appeared. Lists of works written about a particular country are also sometimes called "national" bibliographies, though it is better to regard them as subject bibliographies, the country concerned being the subject. Author bibliographies are either lists of the works written by an author, or lists of the writings both by and about that person. An alternative name for an author bibliography is "personal" bibliography, though this term can also be used to describe a bibliography of writings about an historical person, in which there may be little or no reference to what that person wrote. Bio-bibliographies give both biographical material about an author and also a list of that person's writings. One kind of bio-bibliography has already been mentioned at the beginning of this chapter. A work of this kind records each of the publications of the author concerned and, after these entries, adds biographical information relevant to the production of each item listed.

These, then, are the various terms used in connection with bibliographies: we can now proceed to a fuller discussion of

subject bibliographies, of which bibliographies of countries and persons are special cases.

If we have an enquiry about a particular subject, it will obviously be very helpful to us if we can find a list of writings on that subject. This search for a subject bibliography has often to be undertaken in reference work, and it may lead us to a work which will answer our enquiry. Unfortunately this will be so on fewer occasions than we could wish, for reasons which appear below.

Some subject bibliographies attempt to be complete. Nowadays it is only possible to essay such a feat in a very small section of some field of knowledge, owing to the vast amount of printed matter that exists. Even if one has chosen a very limited subject field, it is rarely possible to be complete, because of the inaccessibility of material in the lesser-known foreign languages and because only a proportion of the enormous number of periodical articles that are published are traceable through other bibliographies. Complete bibliographies are, however, attempted from time to time. In science and technology, for example, research workers may wish to survey all that has been written on a specific topic before engaging in fresh research upon it, and they may have prepared for them such a bibliography. A work of this kind is sometimes printed and made available to the general public. This type of bibliography is usually on a very "small" subject indeed.² Complete bibliographies of "larger" subjects are sometimes attempted by persons who have spent their lives studying them. The essaying of such compilations has its own fascinations and pitfalls and sometimes an author falls a victim to the kind of bibliographical fever which it is necessary to have to be able to complete such a task. A work of this kind may be a not inconsiderable contribution to knowledge; though it gives us nothing new, it puts into order and perspective what has already been written, and it may rediscover for us important work which has been neglected or forgotten. A bibliography of spiders may be quoted as an example: Bonnet (P.), *Bibliographia araneorum*, volume one of which was published in 1945 and part one of volume two in 1955.

Annotation, especially critical annotation, enhances their value, as it does that of practically all subject bibliographies. Unfortunately there are far too few works of this kind; those that do exist cover between them writings which are only a very small proportion of published knowledge. Unfortunately, too, very many subject bibliographies which we have are both far from complete and are

² "Small" and "large" as used here refer to the amount of published material there is on an individual subject and not to the relative importance of subjects.

also not selective by intention. With works of this kind our difficulties may lie in trying to determine what their limitations are. Complete bibliographical coverage of a subject often demands the recording of books, periodical articles, essays in newspapers, government publications, dissertations and other forms of published—and sometimes unpublished—writings. In addition, special subject fields have types of literature largely peculiar to themselves. Thus, in technology, we have patents, industrial standards, confidential research reports and so forth, while in the social sciences, reports of institutions, societies and business firms will often, be relevant. Few subject bibliographies record items from all the types of literature of concern to them. Often, too, it is difficult to tell how well a bibliography records items in languages other than English.

Selective subject bibliographies aim (or should aim !) at telling us what writings are of most significance for a particular purpose. In the compilation of them, specialist knowledge is called for ; sometimes expert subject knowledge. Such bibliographies are of great use in all kinds of libraries, both to librarians trying to answer subject enquiries and to others giving readers advice about their reading. A smaller work of this kind may more appropriately be called a reading list or a list of references.

Different books may, of course, be at different times the "best" on a particular subject, depending on the purpose in view. We may require for particular readers, for example, an elementary manual, an advanced work, or perhaps one with suitable illustrations. On the majority of subjects, however, there are many writings which are inferior in quality, many of which need, nay should, never have been published at all, and many which were once useful but which are now superseded. The critical subject bibliography which deletes this material for us is of great value. It is of course possible that such a bibliography will condemn unrecorded some work which contains the answer to a difficult reference enquiry, but that is a risk which we must be prepared to take.

J. M. Keynes made some interesting comments on the compilation of subject bibliographies in the preface to the bibliography appended to his *Treatise on probability* (1921). He said that he would have been very glad to have had available a complete bibliography of his subject when he started to study it. Such a work did not, however, exist, so he has quoted for us those bibliographies he was able to find. Of his own bibliography he says:

"I have not read all these books myself, but I have read more of them than it would be good for any one to read again.

There are here enumerated many dead treatises and ghostly memoirs. The list is too long, and I have not always successfully resisted the impulse to add to it in the spirit of a collector. There are not above a hundred of these which it would be worth while to preserve—if only it could be securely ascertained which these hundred are. At present a bibliographer takes pride in numerous entries, but he would be a more useful fellow, and the labours of research would be lightened, if he could practice deletion and bring into existence an accredited *Index expurgatorius*. But this can only be accomplished by the slow mills of the collective judgement of the learned, and I have indicated my own favourite authors in copious footnotes to the main body of the text."

What Keynes wrote about probability is also true of many other subjects.

It will be seen, then, that if librarians were able to have at their disposal all the bibliographical tools they could desire, they would ask for complete bibliographies of all subjects, kept up-to-date by supplements. These would identify all correct citations of individual books, periodical articles, etc., which readers might give us, and they would also help us to compile lists of writings on any aspect of any subject that had been dealt with in print, including neglected ones. We should also ask for critically compiled selective bibliographies of all subjects, these also to be kept up-to-date. These would include annotations and other descriptive material. They would guide us to the most appropriate sources on most occasions when we were searching for information about a subject. We should have to remember that, in many subjects of knowledge, there are differences of opinion between experts, and that it would have to be a very carefully compiled bibliography that would adequately represent conflicting views. It might be necessary to have two or more different critical bibliographies of the same subject to cope with the situation, or we might have to fall back on the complete bibliography with its impartial recording of everything. It is, moreover, impossible to forecast the tastes and opinions of future generations; they may well scorn our critical bibliographies and make, for their purposes, fresh selections from what we had recorded in our complete ones.

A good deal of what has been written in the previous paragraph is, however, merely surmise. In fact we have few subject bibliographies that approach completeness, and authoritatively selected ones are equally scarce. For the most part, we are working with bibliographies that fall short of either of these attributes, and quite often we shall find that the bibliographies available in some subject field that we have to investigate are quite inadequate for our

purpose. The present writer does not wish to suggest, however, that we should immediately set about compiling or asking for the kind of imaginary bibliographical apparatus described in the previous paragraph. We certainly do need more and better bibliographies, but the problem has been oversimplified here so as to illustrate the inadequacies of those we have already.

Keynes' bibliography of probability was appended to his treatise on that subject; this brings us to the important point that many of the best subject bibliographies are not separately published. Indeed, the bibliographical resources of any one library may largely be outside separately published items. We find these other bibliographies in various ways; sometimes from bibliographies of bibliographies, sometimes through notes on our catalogue cards, and sometimes from an examination of the works themselves. Many learned works are, in fact, critical bibliographies of what other authors have written on the subject, though they are not so described by their titles, and the bibliographical references may be scattered through the text or given as footnotes to the pages, instead of being either collected at the ends of the chapters or at the end of the work itself. Bibliographies in British textbooks and elementary manuals (more appropriately called "lists of references") are usually much shorter and may be restricted to works in English. They will be of value if they are compiled critically with notes on the uses and relative importance of the items recorded.

We have seen that bibliographies which aim at completeness very rarely achieve their end. In addition to this, nearly all bibliographies are out-of-date as soon as they have been published, though the rapidity of their decay may vary widely from subject to subject. A further difficulty with those that are critically selective is that we may have no knowledge of the merit of the selection or of the wisdom of the criticisms. If we are confronted with a new learned work, at the end of which appear notes on the literature of the subject, we shall often do well to seek for reviews of it before placing reliance on its recommendations.

In small and medium-sized libraries, bibliographies may lead us to items which are in our own library, but which we have not traced through the classification or through the library's catalogues; these items are likely to be articles in periodicals or chapters in books. They may also tell us the names of important works which are not in our own library; we may be able to ask other libraries to consult these for us or, if necessary, we can try to obtain them on loan. The importance of bibliographies increases with the size of the library. The larger the library, the more likely it will be that works recorded in bibliographies will be

immediately available for consultation. The larger the library, the less adequate become the catalogue and the classification as guides to its contents. The case for using bibliographies in preference to library catalogues has been well stated by R. Swank in an article in which he sets out the pros and cons of the question³ :

"Under any given subject the catalog reveals only a small portion of the materials in the library, and often the least desirable portion, especially under minute subjects. It stops short of periodicals, transactions, proceedings, collections, chapters in general works and other bibliographically dependent materials and leaves only the monographs. More and more, the most valuable materials for both the scholar and the layman are published in periodicals and other composite works. As long as it deals mainly with independent title-pages, or with whole books, it reflects the accident of publication more than the intellectual content of the library. Many bibliographies do no better, but the good special bibliography endeavours to bring together the useful materials on a subject, regardless of where, or how, or in what relation they were published. In doing so it is likely to reveal more and better materials, *even among those owned by the library*, than the library's own catalog . . ."

With these considerations in mind, we will now proceed to descriptions of the principal bibliographies of bibliographies and the most useful general bibliographies.

The two most useful lists of bibliographies unrestricted by subject are

BESTERMAN (T.) A world bibliography of bibliographies.
3rd ed. 1955-

MALCLÈS (L.-N.) Les sources du travail bibliographique.
1950-

Besterman is an alphabetical catalogue of subjects, with an index which includes entries for authors, editors, anonymous titles and serials. As well as recording bibliographies of printed material, including abstracts, digests and library catalogues, systematic lists of every kind of manuscript material are listed. The cataloguing has been done carefully, the author having inspected personally most of the items he has recorded. He also gives us an estimate of the number of entries which each item contains. Its chief limitation is that it is restricted to separately published works, and thus it fails

³ Subject catalogues, classifications, or bibliographies? A review of critical discussions, 1876-1942. *Library quarterly*, vol. 14 (October 1944), pp. 316-32. Quotation from p. 329.

to record very many important items ; often, indeed, it misses the best bibliography of a subject. Many subjects of knowledge have no entries at all, because there is no separately published bibliography of them. In the third edition about 80,000 volumes of bibliography in over forty-five languages are recorded. An asterisk after an entry in this edition indicates that the work has been reproduced from typescript. The work will be completed in four volumes, the last of which will contain the index. The second edition, in three volumes, was published in 1947-49. *Besterman* certainly records a majority of the separately published bibliographies in British libraries down to 1953 ; even the largest libraries will find recorded in it many works which they do not possess.

The work of Mlle Malclès differs from *Besterman* in both scope and arrangement. Mlle Malclès's entries are not confined to bibliographies ; she will often give us the names of other works of reference and even the titles of the most important periodicals. Her first volume is devoted to general bibliographies. Volume two, itself consisting of two volumes, deals in a classified order with languages and literatures, the arts, the social sciences, history, geography, religion and philosophy. Volume three, which has not yet appeared at the time of writing, will deal with the pure and applied sciences. Volume one has an index of authors and titles ; the index at the end of the second part of volume two includes some subject entries as well as names and titles. Many of the chapters begin with summaries of the characteristics of the literature and many of the entries have useful annotations. The work is international in scope, though in this respect some chapters are better than others. Indeed, the quality of Mlle Malclès's chapters varies a good deal. Parts of her work, such as those on music and the chapters on the Slavonic and Balkan countries, have been contributed by others. The *Cours de bibliographie* (1954) by the same author is a shorter work based on *Les sources . . .* ; it has already been cited in the references at the end of the introduction.

BOHATTA (H.) and others. Internationale Bibliographie der Bibliographien. 1950.

is another general bibliography of bibliographies. The subjects in this work are in a classified arrangement, with alphabetical indexes of authors and subjects. The work first began to appear in parts in 1939 ; the whole book has now been reprinted in one bound volume. A comparison of the first fascicule of 1939 with the corresponding part of the 1950 volume shows that no changes have been made. The general coverage of materials in English is not good and many works are recorded in old editions. However, since the work includes bibliographies in periodicals some of which

Besterman and Malclès do not have, it should be not infrequently checked after they have been consulted. For some purposes its classified arrangement will be found useful.

We can still occasionally use

COURTNEY (W. P.) Register of national bibliography.
1905-12. 3 vols.

the first two volumes of which record in alphabetic subject order the bibliographies published before 1905, the third being a supplement of bibliographies published from that date onwards. There are, however, four alphabets altogether, for each of the main ones has an addenda. Unlike *Besterman*, this work omits catalogues of public libraries, sale catalogues and bibliographies of manuscripts, though it does include entries for bibliographies not separately published. The works that it records are mainly of British origin, though it does contain "a selection of the chief bibliographical books and articles printed in other countries".

We are most often anxious to obtain the best bibliography of our subject irrespective of its country of origin; national limitations to bibliographies of bibliographies are, therefore, usually deterrents to their use. *Courtney*, we have just seen, lists mainly British material, and similar works have been published for some other areas, e.g., *A bibliography of Latin American bibliographies*, by C. K. Jones (2nd ed., 1942) and *A bibliography of African bibliographies revised to February 1948* (South African Library, 1949); supplements to the latter are appearing in the issues of the *Quarterly bulletin of the South African Library*. There are two good bibliographies of those German bibliographies which have appeared in recent times, *Bibliographien zum deutschen Schrifttum der Jahre 1939-1950* by H. Widmann (1951) and *Ergebnisse und Fortschritte der Bibliographie in Deutschland seit dem ersten Weltkrieg* by J. Vorstius (1948).⁴ The method of arrangement adopted in these works resembles that used in *Bohatta's* work.

The two most famous bibliographies of bibliographies which were produced in the nineteenth century are the *Bibliotheca bibliographica* of J. Petzholdt (1866) and the *Manuel de bibliographie générale* of H. Stein (1897). Both were international in scope and classified; that of Stein was based on Petzholdt's work, but it is said to have been done with less care. Both these works include bibliographies in periodicals and in both entries are annotated, this latter feature being absent from their more modern counterparts. Some of the annotations in Petzholdt are particularly forthright. Because of

⁴ The latter item was issued as Beiheft 74 of the *Zentralblatt für Bibliothekswesen*. "Bibliography in Germany, 1939-1947" by H. Schurer, *Journal of documentation*, vol. 5 (September 1949), pp. 98-112 is based on the relevant material in *Vorstius*, with some additional titles, including some published in 1948 and 1949.

the qualities which have just been described, these works are by no means entirely superseded, though their use in reference work is likely to be very occasional.

So far, in considering bibliographies of bibliographies, the author has had in mind the identifying of bibliographies on specific subjects. If it is guidance as to the best bibliographies covering broad fields of knowledge that is required, it will probably be better to consult either *Les sources du travail bibliographique* of Mlle Malcès or the guides to reference books of Miss Winchell, Totok and Weitzel and others which were cited in the references appended to the introduction. Alternatively, one of the guides to the literature of special subjects cited in appendix one should be consulted. For this purpose, too, *Bibliographies, subject and national*, by R. L. Collison (1951) will have useful suggestions. Collison is on a smaller scale, but being of British origin the works it cites are perhaps more likely to be readily available in our libraries.

It was originally intended that the work of Bohatta and others should include a separate section recording, under their names, bibliographies of persons. Separately published ones are included in the general alphabet in *Besterman*. There is, however, one work which is devoted entirely to recording this kind of bibliography; it is not restricted to separately published items:

ARNIM (M.) *Internationale Personalbibliographie*, 1800-1943. 2te Aufl. 1944-52. 2 vols.

Bibliographies of persons can often be traced through other works of reference, especially through biographical ones. A bibliography of William James, the philosopher and psychologist, by R. B. Perry (1920), is, for example, recorded in both *Besterman* and *Arnim*. It is also quoted at the ends of the entries for James in the *Encyclopedia of the social sciences* (vol. 8, 1932) and the *Dictionary of American biography* (vol. 9, 1932), and the latter essay does itself include much bibliographical information about James' writings. It might even obviate reference to Perry's bibliography. *Arnim* also quotes two additional references which the present writer has not consulted.

Periodical lists of newly published bibliographies are conveniently used together with the bibliographies of bibliographies which have just been described. The most useful of these in British libraries is the

Bibliographic index. 1937-

published by Messrs. H. W. Wilson in New York. It is an alphabetic subject catalogue without an author index, and it includes, as well as separately published bibliographies, some of those in periodicals and in other books. Most of its entries are for items in English, although a certain number of foreign works

are included. The more important items are starred and this is a useful feature, for many very small bibliographies are included. At present, two issues are being published each year; these cumulate into annual volumes. The latter also cumulate, so that we now have volumes covering 1937-42, 1943-46, 1947-50, 1951, 1952 and 1953-54. Though its coverage could be greatly improved, it is useful to consult it both when engaged upon searches for particular pieces of information and when compiling reading lists or bibliographies. The present writer, for example, when asked, on two separate occasions, for a bibliography of modern social conditions in France and a bibliography of Soviet law, was able to obtain, with the aid of the *Bibliographic index*, comprehensive works produced respectively by the Library of Congress and the American Foreign Law Association. These not only obviated the necessity for the compilation of fresh lists; they were, in fact, better done than anything the present writer would have had time to do. This bibliography of Soviet law is, incidentally, also recorded in *Winchell*. However, when searching for a bibliography on the Schuman plan in 1952 nothing was found in the *Bibliographic index*, though three bibliographies of it were eventually traced in other, specialized, sources. The 1953-54 volume, incidentally, does list under "Schuman plan" one extensive bibliography, a title which is repeated under "European Coal and Steel Community", together with that of a second work! *Besterman*, incidentally, only has one title under "European Coal and Steel Community" in volume one of his *A world bibliography of bibliographies* (1955).

Classified lists of new bibliographies also appear regularly in two German periodicals, the *Zentralblatt für Bibliothekswesen* and the *Zeitschrift für Bibliothekswesen und Bibliographie* (1954-), while the *Bulletin de documentation bibliographique* (1904- , since 1948 as a separate publication) issued by the Bibliothèque Nationale records bibliographies noted by that library. The first two are not convenient for reference purposes since they do not cumulate. The third publication includes references to many articles in periodicals and it has an annual index of authors and subjects. These three sources are not, however, widely available in British libraries. For a few countries, periodical lists of the bibliographies produced in them are available for specialist use; there is, for example, a bibliography of Soviet bibliography which has appeared since 1941 (covering 1939 onwards).

The works that have been recorded above are, for the most part, records of retrospective subject bibliographies. Many important bibliographies appear serially, either as separate periodicals or included as parts of periodicals which also contain articles and other material. These bibliographies are described in chapter eight.

Unesco is sponsoring a series of reports on bibliographical services throughout the world; the first two of these, covering the years 1951-52 and 1952-53 were prepared by Mlle Malclès and distributed in a limited number of mimeographed copies. They have now been published together in a printed volume entitled, *Bibliographical services throughout the world* (1955). These reports are summarized replies to questionnaires sent to most countries of the world on such topics as the state of national bibliography; the special listing of new periodicals, government publications, university theses, maps and music; the indexing of periodicals; and current specialized bibliographies. The reports are extremely useful documents in large reference libraries; they bring to light publications and developments about which it is very hard to find information in other sources. The information in these reports is given country by country. One would not, perhaps, use them when seeking the answer to a specific reference question, unless that question concerned or involved reference to the current state of national bibliography in a particular country. The 1954-55 report is being prepared by R. L. Collison. It was intended that it should consist principally of additions and corrections to Mlle Malclès's work; however at one stage twelve countries had reported for the first time so that this report will certainly contain much that is new. Unesco also intends to issue a consolidated report covering a five-year period 1951-56.

The best general bibliographies that we have are the printed catalogues of great libraries,⁵ and for the purpose of many reference enquiries we shall make use of those arranged by subject. These works are, for the most part, guides to separately published books only. Occasionally, however, they will indicate to us works which are in our own library but which we have missed, because of the difference between their methods of compilation and those used in making the catalogue of our own library.

The best subject guide to modern books that we have is

U.S. LIBRARY OF CONGRESS. Catalog—books: subjects.

1950-

Each year there are three quarterly issues and these are followed by an annual cumulation, in three bound volumes. A quinquennial cumulation, covering 1950-54 in twenty volumes, began to appear in 1955. This will contain some half a million entries for works published since 1945 and catalogued or recatalogued in 1950 or later. The policy of the Library of Congress is "to acquire currently all books and periodicals published anywhere in the world

⁵ Strictly speaking, library catalogues are not bibliographies; it is felt, however, that the meaning here is clear. Cf. F. C. Francis in *Chambers's encyclopædia*, vol. 2 (1955), p. 303.

which embody the product of scholarship and research (save in medicine and agriculture)⁶ or which usefully represent the condition, the state of mind or embody the laws of any people, or which constitute work of significant literary merit".⁷ In pursuit of this policy 308,746 books and pamphlets were added in the year 1953-54. The printed *Subject catalog* does not, by any means, index all the works this library acquires;⁸ though it does include entries for some titles which the Library of Congress does not have itself; these are for works added to libraries contributing to the co-operative cataloguing programme.

The subject catalogues of two large British libraries are also very valuable:

BRITISH MUSEUM. Subject index of the modern works added to the Library, 1881- . 1902- .

LONDON LIBRARY. Subject index. 1909-55. 4 vols.

The first three volumes of the British Museum index cover the works in the Museum published in the period 1881-1900 and are sometimes known by the name of G. K. Fortescue, who edited them. There have been quinquennial supplements since those three volumes (which were themselves cumulations), the latest available being the volume 1941-45 (1953). Guard books in the Museum Reading Room can be consulted for works added since the latest printed volume. One can look in the British Museum's recent subject indexes with the knowledge that the great majority of British books published in the period covered will be entered, and that much foreign material will be there also; the Museum claims to be exhaustive on such subjects as foreign literature, history and topography.⁹

There are separate alphabets in each of the volumes of the *Subject index* of the London Library; the first records the works that were in the library in 1909 and the latest the accessions for the period 1938-53. The entries in this are very brief, consisting of author, title and date; though books which include bibliographies have a (B) after them. Some analytical entries for composite volumes and for the proceedings of learned societies are included. In this *Subject index* we find under the names of sovereigns

⁶ These subjects are covered by other libraries in Washington.

⁷ *Annual report of the Librarian of Congress for the fiscal year ending June 30, 1949* (1950), p. 101.

⁸ "... nor have we been able to provide a subject approach to three-fourths of the books we did catalog." *Annual report of the Librarian of Congress for the year ending 30 June, 1952*, p. xix.

⁹ Esdaile (A.). *The British Museum Library*. 1946, pp. 175-6. The student should also read F. C. Francis's description of the British Museum's acquisition policies and catalogues in the first chapter of *The libraries of London*, edited by R. Irwin (1949).

books dealing wholly or substantially with the history of their reigns. Under the sub-heading "Biographies" are listed the names and dates of political and public figures of the reign about whom the Library possesses one or more books. This subhead is also used under other headings to list the persons connected with those subjects. Biographies and autobiographies are not entered under the names of the persons written about in either the *Subject index* of the London Library or that of the British Museum, but in the author catalogues of these libraries. In the *Subject index* of the British Museum there are no entries for books about the Bible, as these appear in that library's author catalogue. The scope of the London Library covers "books of reference, especially history, philosophy, general science and literature of all countries".¹⁰

Both these works are of great value in libraries of all sizes. One difficulty that arises in using them is that their choice of subject headings is in many cases different, and sometimes the headings chosen in each of these works will differ from those used in an outside library. The London Library *Subject index* is the easiest to consult, for it uses more specific headings and is adequately supplied with cross-references; that of the British Museum uses some awkward composite headings. Sometimes the classified arrangement under them is set out in a table immediately after the headings concerned, but even so it often requires patience to discover the section one is seeking. In the Library of Congress *Catalog—books: subjects*, in the indexes published by H. W. Wilson, and in many of our own library catalogues, the subject headings are based on or similar to those of the Library of Congress, and many of us have grown used to them. For this reason, and because of their merits, it would be of great assistance if the Museum would adopt them.

There is no subject index to the works which were acquired by the Museum before 1881; as a substitute for such a work we can sometimes use

PEDDIE (R. A.) *Subject index of books published before 1880. 1933-48. 4 vols.*

These volumes contain four separate alphabets of subjects; the occurrence of a title in any of them is fortuitous. Many small subject headings are used; the entries which follow them are brief. Under each heading, works are recorded in chronological order of publication. No personal names are used as headings. By reason both of its appeal and its expense, this is a work of interest to the

¹⁰ C. J. Purnell, the librarian, in *First and second reports from the select committee on library (House of Commons) with the minutes of proceedings of the committee, minutes of evidence and appendix. British parliamentary papers, 1945/46, Vol. VIII, p. 36.*

larger reference libraries only. The author of it has culled his entries from bibliographies, library catalogues and other such sources. Volumes two to four have in their title *published up to and including 1880* instead of *before 1880*. In volumes two and three there are references back to headings used in earlier volumes.

It is interesting to compare the different methods of arrangement used in the compilation of these large subject catalogues of books. American opinion is, on the whole, strongly in favour of an arrangement like that used in a dictionary catalogue. We see this in the Library of Congress's *Catalog—books : subjects* (though here without author entries) and in the *Cumulative book index* (to be described in chapter nine). In the United Kingdom, the British Museum and the London Library have also used an alphabetic arrangement of subjects, though the more recently established *British national bibliography* has a classified arrangement. On the Continent we find that the regular publishing of a list of the foreign acquisitions received in a country is not uncommon. This is quite a sensible arrangement because the country's own book production can be checked through its national bibliography. The works of this kind issued in Denmark, Sweden and Germany are in a classified order. Both methods have advantages ; the alphabetic arrangement has some of the virtues of simplicity from the point of view of the occasional user (to which group many of us belong) and it does not require an index. On the other hand, if one wants to be reasonably sure that one has found *all* the literature on a subject in a catalogue, the classified arrangement is superior. There is one other large general repertory of titles arranged in subject order which may occasionally be consulted with success:

SONNENSCHIN (W. S.) The best books. 3rd ed. 1910-35. 6 vols.

though it now rarely tells us of the best modern work on a subject. The books which it records are principally, but not entirely, in English and a few of the entries have brief annotations. The sixth volume consists of a useful index of authors, subjects and titles. It may be mentioned in passing that in addition to, or perhaps in preference to, the works listed above, we can sometimes use the printed catalogues of the larger special libraries, if there happens to be such a work covering the subject we are investigating. On medicine and allied sciences, for example, we should obviously do better to consult the *Index-catalogue of the Surgeon-General's Office, United States Army* (publication of which began in 1880 ; it has now been discontinued) ; this, incidentally, is one of the few printed special library catalogues which has entries for articles in periodicals.

Of our larger public libraries, those of Bristol, Glasgow, Liverpool and Westminster publish printed catalogues of their additions. Although these libraries are unlikely to acquire much that is not in the national libraries, their catalogues are of considerable use to other libraries. They are especially useful in public libraries of a similar or smaller size because they contain references to works likely to be available either in one's own library or on loan from another institution. They are also relatively cheap and some of them appear promptly. Bristol's *Catalogue of additions (non-fiction and fiction) to the adult libraries* (1950- .) is an annual which included a selection of fiction for the first time in its third volume. It is in dictionary form. Glasgow's *Union catalogue of additions classified, annotated and indexed, 1915-* (1929- .) is somewhat in arrears, the latest volume available being part six, covering 1945-49 (1955); recent parts exclude English fiction! Liverpool's *Catalogue of works of non-fiction (excluding music and foreign literature) added to the lending libraries, 1935-50* (1952) is, like Bristol's, a dictionary catalogue. It was preceded by catalogues published in 1925 and 1935. Westminster's *Classified catalogue of non-fiction* (July 1952- .) is now a quarterly publication, with annual cumulations. Cumulations covering five years or more are planned. Both the quarterly and annual issues have indexes of authors and subjects.

Two additional general sources of titles of works are the bibliographical references appended to articles in encyclopædias, and the subject entries made in the bibliographies of newly published books, which are referred to in chapter 9. If only recently published works are required, the latter source may, on occasion, be used in preference to the items listed above, even in the larger reference libraries; in the smaller institutions they will probably receive additional use because some of the works discussed in this chapter will not be available.

The largest printed repertories of the names of books which are unrestricted by subject are, however, the author catalogues of the great general libraries. Among the purposes which they serve are the following :

- (a) they tell us what books an author has written (usually they supply the equivalent of a fairly full author bibliography),
- (b) they verify the existence of a book,
- (c) they may, because of the detail in their entries, provide additional information about a book, or correct some incorrect information that we have,
- (d) they locate one copy which is most probably available for consultation, and
- (f) they help cataloguers in other libraries.

One of the principal defects of most of these works is the slowness

with which they appear ; many are of no use for finding the names of recently published books, and in some cases they cannot be used for tracing books published over a much longer period. If we need information which is too recent for them, the only way open to us is to consult the unpublished catalogues in the great libraries themselves. It is important to remember that all these catalogues of large libraries catalogue separately only a portion of the works in their possession ; they all omit many items which they have either judged to be of less importance or for which they are content to use printed bibliographies from other sources.

The only British copyright library which has a comparatively recent printed catalogue is the British Museum :

BRITISH MUSEUM. Catalogue of printed books. 1881-1900. 95 vols. Supplement. 1900-05. 13 vols.

These volumes catalogue the works which were in the library on the last day of the nineteenth century. Owing to variations in the application of the copyright principle and for other reasons, one cannot always be sure of finding a British book entered, but for the latter part of the nineteenth century and for certain earlier periods it is reasonably complete. It also contains entries for many important foreign books. It is compiled according to a set of cataloguing rules used by few other libraries, so that especial care may be needed in its consultation. There are title-entries or cross-references for anonymous books, and subject entries are included for a small proportion of the books entered. For example, under authors' names, books about them as well as by them are included, and under the headings for sacred books, e.g., "Bible", "Kur-an", both texts themselves and "about" material are entered. A number of collective headings, such as "Academies", "Liturgies", and "Periodical publications" are used.

One does not usually consult it for details of well-known books or for those to be found easily in our book-trade bibliographies ; the great number of its entries will often mean that it will take us longer to find the particular item we want. It is, however, of great use to librarians and scholars. The earlier volumes of the original edition were printed on poor paper and have been worn out in some libraries ; the whole work was, for several years, out of print. It has been reprinted photographically in the United States. Its successor is

BRITISH MUSEUM. General catalogue of printed books. A-DEZW. 1931-54. 51 vols.

This is very similar in character to its predecessor. It is, however, more carefully compiled, and the "Academies" heading has been

dispersed. I and J, which were treated as one letter in the earlier work, have now been dealt with separately. We have been told that its completion will take "perhaps four times the original estimate of a dozen years".¹¹

The other great catalogue in which books in the English language preponderate over those in any other is

U.S. LIBRARY OF CONGRESS. A Catalog of the books represented by Library of Congress printed cards issued to July 31 1942. 1942-46. 167 vols. Supplement : cards issued August 1 1942-December 31 1947. 1948. 42 vols.

These volumes record some two and a half million works acquired by the Library of Congress in the period 1899-1947 (there are four-and-a-half million entries in the *British Museum Catalogue*). This catalogue was printed, by photo-lithography, from the cards themselves. By photographic reduction, eighteen cards have been reproduced on each page in a type-size that is only just legible. Various secondary headings, such as those for joint authors, have been omitted. The cataloguing is accurate and reasonably full ; bibliographies are noted, and the appropriate subject headings and Library of Congress classification numbers are given (these are always printed at the foot of a Library of Congress card and consequently they reappear in these volumes).

This catalogue has been continued by the first of what will be a series of quinquennial cumulative supplements:

U.S. LIBRARY OF CONGRESS. Author catalog, 1948-1952. 1953. 24 vols.

The last of these volumes contains a separate alphabet of films ; maps and music scores, are included in the main alphabet. For material catalogued more recently by the Library of Congress we must consult the

U.S. LIBRARY OF CONGRESS. Catalog—books : authors. 1953-

This appears in nine monthly issues, three quarterly cumulations and annual cumulations (1953 is in three volumes). There will be quinquennial cumulations continuing the *Author catalog, 1948-1952*, mentioned above. One of the reasons for this last change of title is that *Films, Maps and atlases*, and *Music and phonorecords* are now the titles of separately published parts of the *Library of Congress catalog*. Nor must we forget the complementary annual volume (with quinquennial cumulations) entitled *Armed Forces Medical Library catalog, Part one : authors*. Books in languages using alphabets other than the Roman, Cyrillic, Greek and Hebrew have not been included in

¹¹ Esdaile (A.). *The British Museum Library*. 1946, p. 167.

this author catalogue of the Library of Congress. It does include, as does its subject counterpart already described, both more and less than the actual holdings of the Library of Congress itself. The possibility of further expanding this publication by incorporating into it titles reported for addition to the National Union Catalogue in Washington is under consideration.

We have more copies in Britain of the

BIBLIOTHÈQUE NATIONALE. Catalogue général des livres imprimés. Auteurs. 1897-1953. 182 vols.

which covers the alphabet from "A" to "Tasso". It contains no anonymous entries nor does it include entries for corporate authors or governments. It does not recognize joint authorship, nor has an attempt been made to give dates for undated books. With these limitations to be borne in mind, it will be one of the first works to be consulted for information about French books.

M. Julien Cain, in his report on the work of the Bibliothèque Nationale for the years 1945-51, says that, if the present speed of publication is maintained, the catalogue should be completed by 1970¹². He hopes to improve on this by speeding up the production of the volumes. He considered omitting from the later volumes books received by the library after December 31 1950, which would simplify matters considerably. However, he decided that it was preferable after all to continue in a uniform manner to incorporate into each volume all the publications received by the library up to the date of the preparation of that volume.

There are nearly a million entries in various card files at the Bibliothèque Nationale recording *anonymes* before 1936. Later anonymous works are entered on cards of a different size in another catalogue. The editing and publishing of these catalogues is not likely to be undertaken in the near future.

In 1931 publication of the *Gesamtkatalog der preussischen Bibliotheken* was begun under the auspices of the Preussische Staatsbibliothek. It was a union author catalogue of the holdings of eighteen libraries, listing books published before 1930. When letter "B" was commenced, its title was changed to *Deutscher Gesamtkatalog*, for now it recorded the stocks of 110 libraries in various parts of Germany; altogether fourteen volumes have been published (1931-39), but reaching only to "Beethordnung". There are, in addition, two useful supplementary volumes; one for *Goethe* (1932) and a *Namenschlüssel: die Verweisungen zu Pseudonymen, Doppelnamen und Namenabwandlungen* (3te Aufl., 1941), the latter covering the whole of the alphabet. An annual list of additions to the *Gesamtkatalog* covers the years 1931-43, with the title *Deutscher*

¹² La Bibliothèque Nationale pendant les années 1945 à 1951: rapport présenté à M. le Ministre de l'Éducation Nationale par M. J. Cain. 1954.

Gesamtkatalog from 1938 onwards; 1930-1939 is also recorded in two volumes, each of which lists the additions of a five-year period. If the whole of the main catalogue had been completed, it would have been one of our greatest bibliographies; as it stands it is only of occasional use.

In France a union catalogue of the "foreign" books acquired in that country from 1 January 1952 onwards has been established at the Bibliothèque Nationale. Like the union catalogues at the National Central Library in London, this will help in tracing the whereabouts of particular books and it will expedite inter-library loans. No lists of the items entered in these union catalogues are published. "Foreign" books added to libraries in the Federal Republic of Germany with a publication date since 1939 are entered in the *Zentralkatalog der ausländischen Literatur* (ZKA) (1951-), a monthly publication. In the German Democratic Republic there is also a monthly list with a similar purpose.

Much less full, but nevertheless useful general repertories of titles, are the printed author catalogues of other large general libraries. They do contain some titles which are not in the larger catalogues listed above, but, for the most part, the items they record are also in the catalogues of the national libraries. The two most recent British works of this kind are

LONDON LIBRARY. Catalogue. 1913-14. 2 vols. Supplements. 1920-53. 3 vols.

EDINBURGH UNIVERSITY LIBRARY. Catalogue of printed books. 1918-23. 3 vols.

The scope of the London Library has already been indicated; the Edinburgh University Library *Catalogue* would be an obvious place to look for details of Scottish books. The London Library *Catalogue* uses cataloguing rules similar to those of the British Museum, while the Edinburgh University work is mainly based on the 1908 "Anglo-American code". In the latter catalogue, British government publications are entered directly under the name of the issuing department, while foreign government publications are entered under the name of the country, with the department concerned as a subheading. Very few of the printed catalogues we need to consult have been constructed on exactly the same lines, and we often need to pause in a search and consider whether we have been looking under the correct heading.

The last supplement of the *Catalogue* of the London Library includes the books added to the library up to the end of 1950. It has been estimated that there are some 550,000 titles in the five volumes.

Still general in scope, but very much more limited in the number of volumes it records is the

Bibliotheca lindesiana : catalogue of the printed books preserved at Haigh Hall, Wigan. 1910-13.¹³ 4 vols.

This Library was formed by the successive Earls of Crawford ; as developed by the great-grandfather of the present Earl it aimed to contain " the most useful and important books, old and new, in all walks of literature, also the chief bibliographical treasures of all the literatures of Europe ".¹⁴ The books entered in the catalogue are no longer all in the library at Haigh Hall ; some have been sold and others have been deposited on semi-permanent loan in other libraries. A catalogue such as this will occasionally record a work which we have not found listed elsewhere ; it will also sometimes give us a fuller collation for a work than that given in other catalogues. Though mainly an author catalogue, it does contain some entries under subject headings.

Two other works which are general in subject coverage and with varying degrees of success, international in scope, but which are very limited by intention are

BRUNET (J. C.) *Manuel du libraire et de l'amateur de livres*. 5e éd. 1860-1880. 9 vols.

GRAESSE (J. G. T.) *Trésor des livres rares et précieux*. 1859-69. 7 vols.

the latter imitating and supplementing the former, though it does not have the subject indexes which Brunet has. These works are bibliographies of rare, important and noteworthy books. We can use them in reference work for the fuller collations which they give, and sometimes they will help us if a reader has given us an inaccurate reference. Such a reference might only vary slightly from the correct one, but if it did it might send us several pages away from what we are seeking in one of the larger bibliographies quoted earlier in this chapter ; we might more easily counter the error in one of these smaller works. Another and very dissimilar use is made of them by second-hand booksellers ; they frequently quote from them in their catalogues. In recording these works of Brunet and Graesse we have been lured well away from " general " bibliographies as described earlier in this chapter.

It may be mentioned here that there are other types of bibliographies which are " general " in subject coverage, but which are restricted in some other way. They must be borne in mind

¹³ There are eight volumes in all, but vols. 5, 6 and 8 deal with proclamations, and vol. 7 with philately.

¹⁴ Preface to vol. 1, col. VIII.

if a work for which we are seeking is likely to fall into one of the categories with which they deal. They include the bibliographies of anonymous and pseudonymous literature, and the lists of the products of private presses. Some of the bibliographies of incunabula are not only general; they approach the "universal" for the years for which they deal, as far as writings in book form were concerned.

All the general bibliographies that have been discussed so far in this chapter have been printed ones. The only modern attempt to make a "universal" bibliography, that of Paul Otlet and Henri La Fontaine, is a manuscript record. These men were responsible for founding the Institut International de Bibliographie in 1895. They started by forming a card index which was classified at first by the Dewey system and then by the universal decimal classification—which they made for the purpose. This classified index dealt principally with articles in periodicals; a separate author index to books was also commenced. At the turn of the century rapid progress was being made with these immense tasks; the first world war, however, caused a serious setback. Although, after it, Otlet was able to move his library and bibliographical apparatus into what he renamed the Palais Mondial, the financial support he received was totally inadequate, and this building was later requisitioned for an industrial and commercial fair. According to Otlet's account in his *Traité de documentation* (1934), the indexes contained at that time 15,646,346 entries. During the second world war the final blows were dealt to this scheme, for both Otlet and La Fontaine died.

It is generally realized now that although in theory it would be possible to construct a world index to all the literature appearing in books, periodicals and other forms by the expenditure of vast sums of money, it is doubtful whether the results would justify the expense. In any case the funds for such a project have not been forthcoming.

This general problem of securing better records of written and published writings has recently received the name of "bibliographical control". Adapting statements in a report issued jointly by Unesco and the Library of Congress,⁷⁵ this term means "effective access to information through bibliographies". Action at the national level to improve both national bibliographies (envisaged as expanded in form and given the name "current comprehensive services") and the subject analysis of current literature are discussed at length in this report, though in general terms only. No country has at present anything like the current comprehensive service envisaged in this report, though in some

⁷⁵ Bibliographical services: their present state and possibilities of improvement. 1950.

countries much of the information such a service would provide is available from a number of different sources.

Unesco pursues its efforts to improve our general bibliographies through the International Committee on Bibliography. This body was established following a Conference on the Improvement of Bibliographical Services in 1950. The *General report* of this conference (Unesco document UNESCO/GUA/5, 15 December 1950) contains recommendations for the establishment of national bibliographical planning bodies, enumerates the desirable parts of a national bibliography and suggests the establishment of an international committee. The International Committee now decides which of the projects proposed to it shall receive subventions from Unesco. It has approved funds for such useful projects as a directory of the current periodicals published in Latin America and a directory of Asian reference books. Unesco is also stimulating the production of bibliographies in special subject fields; some mention of this is made at the end of chapter eight.

The printed and manuscript records which have been described in this chapter are not all attempting to meet the same needs, and students must keep clear in their minds their separate functions. A little recapitulation and further explanation may not be amiss. Some of these general bibliographies are *author catalogues of books*. The best printed ones we have are the author catalogues of national libraries (in the case of the unfinished *Deutscher Gesamtkatalog* it was a union catalogue). The best manuscript records of this kind that we have are the manuscript catalogues of the national libraries (these are necessarily more up to date and sometimes fuller than their printed ones), the union catalogues at such centres as the National Central Library in London and the Library of Congress in Washington, and the author index of the Institut International de Bibliographie. The two main functions which these records can perform is first to establish the existence of a particular work and second to locate one or perhaps more copies of it. A separate problem is that of indexing the literature of the world by subject. The printed subject catalogues of great libraries, general and special, are, with few exceptions, only indexes to books.

The Institut International de Bibliographie attempted to make its subject index one inclusive of articles in periodicals; this manuscript record is the only modern attempt to analyse the whole of recorded knowledge by subject. In both printed and manuscript form, we have specialized subject bibliographies; some of which are completed, recording only the literature to a certain date. Others are kept up to date by the periodical indexing of current writings. Bibliographies of this kind which are in manuscript form are often to be found in special libraries. These specialized

bibliographies do not, between them, cover the whole of knowledge, and they also overlap considerably.

REFERENCES

The best supplementary reading to this chapter is in the prefaces to the various bibliographical works that have been described. The majority of these are succinct and can be read quite quickly after the works themselves have been examined.

R. Swank continued his examination of the relative value of bibliographies and library catalogues to persons doing research in a further essay, "The organization of library materials for research in English literature", *Library quarterly*, vol. 15 (January 1945), pp. 49-74. *The Catalogues of the British Museum: a description* is a series of three useful pamphlets by F. C. Francis and others (1951-52) which have been offprinted from the *Journal of documentation*. In addition to dealing with the general catalogues described in this chapter, the more specialized ones are also included. The Bibliothèque Nationale has published a detailed account of *Les catalogues imprimés de la Bibliothèque Nationale: liste établie en 1943, suivi d'un supplément (1944-1952)* (1953). C. D. Gull has described the cumulative catalogue technique of the Library of Congress in *American documentation* vol. 2 (Summer 1951), pp. 131-41.

Bibliographic organization: papers presented before the 15th annual conference of the Graduate Library School (Chicago) 1950, is edited by J. H. Shera and M. E. Egan. It includes a general paper on bibliographic organization by V. Clapp and a history of the attempts to organize bibliography internationally by S. O. Murra, as well as other interesting material. The three chapters on "the characteristics of the literature, problems of use, and bibliographic organization in the field" of the humanities, the social sciences and the natural sciences should help the student to understand the methodology of making searches for information in these subject areas. The first chapter of R. Staveley's *Notes on modern bibliography* (1954) also describes post-war efforts to improve bibliographical services.

The Unesco/Library of Congress report referred to in this chapter is accompanied by an appendix by K. O. Murra which, although entitled "Notes on the development of the concept of current complete national bibliography", does in fact report briefly on many suggestions and attempts which have been made to improve bibliographical coverage in the past one hundred years. A second volume of this report, "National development and international planning of bibliographical services," includes summaries of the comments on volume one submitted by working groups established in individual countries. It is also instructive to

read the accounts of the defects of bibliographical coverage in specific fields of knowledge. A report on "Bibliographical services in the social sciences" by the Graduate Library School and the Division of the Social Sciences of the University of Chicago, *Library quarterly*, vol. 20 (April 1950), pp. 79-99, is a good example of these.

The student will also find "History and the problem of bibliography" by L. H. Evans, *College and research libraries*, vol. 7 (July 1946), pp. 195-205 of interest, and he may also compare what is said in the present chapter with the relevant parts of A. Taylor's *A history of bibliographies of bibliographies* (1955).

CHAPTER 7

SERIALS

The term "serial" has been chosen for this chapter because of its wide connotation; periodicals, annuals, newspapers, and the memoirs, proceedings and transactions of societies are all serials. Many of the publications dealing with contemporary matters which are described in chapter 4 are serials. The works quoted in the larger and latter part of this present chapter and in chapter 8 are, however, not additional individual examples of serials, but are the bibliographical works of reference that we use in connection with them.

Having indicated the comprehensiveness of the term "serial" to safeguard ourselves later in this chapter, we may appropriately begin with some generalizations about serials, for these will often be a very important part of the stock of a reference library.

Newspapers (or something like them) first appeared on the continent at the beginning of the seventeenth century, though the earliest ones of importance for our present purpose date from the year of the Plague, 1665. It was then that the *Oxford gazette* first appeared, a journal which changed its name to the *London gazette* in the following year. This is the official "newspaper" which we still have and to which reference has been made in chapter 4.

In 1665, also, there was published the first issue of an important periodical, the *Philosophical transactions of the Royal Society*; this journal is also still appearing at the present time. In its early issues it contained essays on a wide variety of scientific subjects, a practice which has been continued with only small modifications until to-day. But whereas its early issues were one of the few channels available for scientific publication in the seventeenth century, the present day *Philosophical transactions of the Royal Society* is one among tens of thousands of scientific journals, albeit still a prominent one.

In this same year 1665, there was also published, on the continent, the first issues of the first literary periodical, the *Journal des sçavans*, edited by Denis De Sallo. Its scope was very wide indeed, for it not only gave information about new books, but included obituaries, with bibliographies; gave explanations of physics and chemistry, and also dealt with ecclesiastical matters. In the first issue some duties were allotted to the editor which are probably not dissimilar from those of his counterpart on the present

Times literary supplement. We are told that, because of the diversity of subjects and contributors, the style could hardly be expected to be uniform; the task of the editor was, if necessary, to modify the mode of expression without changing the nature of the judgement.

Though they were comparatively short-lived, we may note the periodicals of the "essay" type such as *The tattle* and *The spectator* which appeared in the early years of the eighteenth century, for they have an important place in our literary history. Of more immediate value in reference work is *The gentleman's magazine*, publication of which began in 1731. At first this periodical gave a summary of the news, with reprints of material selected from other periodicals. In later years it included much antiquarian, biographical and historical information. Because of these contents, of its long history (it did not cease publication until 1907, though by then it had changed and declined in importance), and of the cumulative indexes to it which cover the years 1731-1818, it is still an invaluable help in the larger general reference libraries. Periodicals for ladies and magazines for children also first appeared in England in the eighteenth century.

Another generation of literary periodicals began with the reviews which first appeared in the early years of the nineteenth century, the *Edinburgh review*, the *Quarterly review* and others; these have had longer lives than the essay periodicals of a century earlier. Some of them are still current, though their comparative importance as organs of opinion and literary criticism has dwindled. Later in the nineteenth century there were further innovations; serial stories were introduced into the literary journals, and illustrated magazines appeared. It was reported that the number of periodicals being published in the world rose from 910 in 1800 to 71,248 in 1908.¹

From the latter part of the eighteenth century onwards, periodicals dealing with special subjects had been slowly increasing in number. This process was accelerated in the last quarter of the nineteenth century, not only in the natural sciences and technology but also in the social sciences and the humanities. Although some of these journals have short lives, the number of new ones appearing almost certainly means that the total number of current periodicals in the world is increasing, and that two world wars have caused only temporary declines in this total.

Information which is more up to date than that in books can often be found in periodicals. In some subjects, it is the latest information that is most often required, and specialized libraries in those fields may regard their periodical section as more important

¹ Iwinski, B. "La statistique des imprimés". *Bulletin de l'Institut International de Bibliographie*, vol. 16 (1911), pp. 1-139.

than their collections of treatises and monographs. Medicine, for example, is such a subject. In this, and in some other fields of knowledge, the first book on some new aspect of the subject is often a digest or survey of previously published periodical articles.

It is also possible, on occasion, to discover in periodicals, articles on subjects which are not necessarily recent, but which do not appear to have been dealt with in books. It may be that this is genuinely the case or, alternatively, it may be that the bibliographies of the contents of periodicals or the index to a periodical itself have provided successful clues, whereas the guides that we have to the contents of books—library catalogues and classifications, bibliographies, and the indexes to individual books themselves—have not revealed the answer, although it is there. There is, however, in most subjects of knowledge, much information which only appears in the form of articles in periodicals.

These are the major reasons why we make use of periodicals in searching for information for readers, though it may be that we are able to find what is required both in a book and in a periodical, and that the latter will be preferred, perhaps because the account there is shorter. Old newspapers and periodicals are, of course, of importance for their records of contemporary opinion and may be needed as such by persons interested in this aspect of a subject. In informative literature, it is often useful to distinguish between periodicals which print, on the whole, the results of original research, and those which, for the most part, contain fresh accounts of knowledge which has already been recorded elsewhere. We must not, of course, scorn the repetitive journals; they have obvious uses, in education for example, but their nature should be clearly realized. The majority of the periodicals taken by small public libraries are of this kind.

The smaller general public reference libraries of our country usually have the current and recent issues of a number of periodicals and newspapers available for reference use; they do not, however, bind and add to their permanent stock many of these. Such a library will, then, use its periodicals mainly as sources of current information; when it is asked for an article in a periodical which it does not have, it will usually be possible with the aid of union lists of periodicals, to (a) direct the enquirer to a library which has the periodical in question, (b) to borrow the periodical from another library for him, or (c) to make arrangements for the reader to have a photographic copy of what he requires. Such reference libraries usually have at least one of the printed indexes to the contents of several periodicals and if, in answering subject queries, what appear to be suitable periodical articles are traced either

from that source or from references in books, it will often be necessary to invoke the aid of an outside library which has in stock the journals in question.

The largest public reference libraries bind their scholarly journals, as well as some others which have useful informative matter in them; they may bind as many as half of the large number of periodicals to which they subscribe. They take many periodicals which are principally of topical interest only and whose later use is likely to be very small; these they do not bind. University libraries bind most, if not all, the periodicals which they receive. The policy in special libraries varies; the more important periodicals on the subject concerned and bibliographical journals are bound in most libraries of this kind, while some such libraries will bind all their other journals as well. The majority of special libraries, however, file some journals for a number of years only, and rely on borrowing the earlier issues from other sources on the rare occasions on which they are required.

The bibliographical works to be discussed can be divided into two broad groups; those that list the names of periodicals and those that index their contents. The latter category will be dealt with in the next chapter. The former class can be divided into three categories: lists of periodicals which are appearing currently, retrospective lists, and catalogues or union catalogues which show the holdings of a library or of several libraries. The two of these categories are usually restricted to periodicals published in one country, whereas the catalogues of libraries are restricted in another way—to the holdings of the library or libraries concerned.

Current or retrospective lists may attempt to be complete or may be purposely selective, perhaps being restricted to those most suitable for libraries. Some of the lists which attempt fullness are very useful, though few of them gather everything into their net. The large union catalogues of periodicals include, however, many out-of-the-way journals which cannot be found in the current national lists. The reader may well enquire, "Why this concern about the names of the periodicals that are not so well known; the majority of the most important ones are all listed in well-known bibliographies, isn't that sufficient?" The answer to that question is "no", for authors of books and articles in periodicals frequently cite references in journals with which we are not familiar, and they may also use abbreviations for their names which we find it hard to extend to their proper length. Some of the journals which cause us these difficulties publish regularly the results of original research.

It may be that the difficulty will arise from the fact that the title of a journal has been translated or transliterated. With practice,

however, an assistant librarian should be able for example, when confronted with a reference to *Jour. de phys. U.R.S.S.* to find this journal listed in a union catalogue as *Fiziologicheskii zhurnal SSSR*.² There are also many periodicals appearing in English which may cause us problems. They will less frequently publish the results of original research, but they will contain much useful information, and the fugitive journals which are of a literary character may contain original creative writing. Informative periodicals in this category include the journals issued by trade-unions and industrial organizations. There are some special bibliographies which may help us with these kinds of publications, but they will not be available in smaller libraries. Our first problem will usually be to make sure that we have the exact title of a periodical; if we have this, we can then see if it is recorded in printed union catalogues as being held by other libraries. If we are forwarding requests to other libraries either direct or through the machinery of the regional library bureaux and the National Central Library, it behoves us to verify our references beforehand.

The larger catalogues and union catalogues of periodicals may include tens of thousands of titles, so that, even if the librarian knows the exact title of an item, he may have difficulty in finding it if he does not study the method of arrangement adopted by the work he is consulting. In particular, it is very important to know the treatment that has been given to serials published by corporate bodies. Many lists of the current serials published in various countries are arranged strictly by title, as are some union lists. However, bibliographies of serials prepared by libraries often adhere more closely to formal cataloguing in selecting a form of corporate entry, and we find the names of institutions and, in some cases, the places of publication used for beginning entries.³ A list arranged strictly by title may include inversions to make the first noun in the title the filing medium, a practice called for by the Prussian instructions. It will also be important, when consulting one of these large catalogues of serials, to make sure that the method of alphabetizing is understood. Changes of title, too, can cause complications.

Before describing the current bibliographies of periodicals published in various countries, some bibliographies which are international in scope will be discussed.

GRAVES (E. C.) *ed.* Ulrich's periodicals directory : a classified guide to a selected list of current periodicals. 7th ed. 1953.

records some 14,000 titles under 150 subject headings, with an

² This example is quoted from "Science librarianship" by Judith Hunt, *Science*, vol. 104 (23 August 1946), p. 172.

³ See chapter seven of D. Grenfell's *Periodicals and serials* (1953) for further illustrations of these problems.

alphabetical index of titles and subjects. Dates of commencement are given and we are also told if the various journals are indexed or abstracted in certain well known services. Revised editions of this work are published every three years. The university libraries of both Oxford and Cambridge have published lists of their current receipts of foreign periodicals relatively recently, giving us catholic selections from many countries. *Current foreign and Commonwealth periodicals in the Bodleian Library and in other Oxford libraries* (1953, first supplement 1954) contains more titles than Cambridge's *List of current foreign periodicals, including those published in countries of the British Commonwealth overseas* (1950); the latter does, however, have a subject index which the former lacks.

New serial titles : a union list of serials commencing publication after 31 December 1949. 1953-

is an expanded version of *Serial titles newly received* (1951-1952). Both are publications of the Library of Congress, but whereas the former listed only the acquisitions of that library, the latter records additions to certain other American libraries as well. It thus serves in part as a continuing supplement to the *Union list of serials*, a work to be described later in this chapter. For libraries outside the United States its principal use will be as an alphabetical catalogue of new periodicals in different parts of the world. It appears in monthly parts and these cumulate annually. The annual volumes themselves cumulate; the first of these cumulations now covers the years 1951-54, utilizing the suitable entries in *Serial titles newly received*, 1951-52. It is also possible to obtain *New serial titles—classified subject arrangement* (1955-); in this form the publication is suitable for selection purposes.

In the United Kingdom we have two principal guides to our current newspapers and periodicals; both are annual publications :

The newspaper press directory. 1846-1940, 1945, 1946-47-

Willing's press guide. 1874-

The newspaper press directory was formerly known by the name of its publisher Mitchell; with the volume for 1949 the publisher has changed to Benn. It lists British newspapers in groups according to the region in which they are published; another section of the work deals with the press overseas. It gives detailed accounts of each item and also gazetteer information about provincial places which may be of use for purposes entirely unconnected with periodicals. There are two main alphabets of British periodicals, one for "general and specialized" and one for "trade, technical and professional". There is a section for foreign newspapers and periodicals. *Willing's* enters, in its main sequence, newspapers, periodicals and annuals in one alphabetic order; this

is followed by other sections of considerable utility, including "Recent titular changes and amalgamations", the London addresses of provincial publications, a classified list, and substantial sections recording overseas newspapers and periodicals. *Willing's* now appears at the beginning of May, with three supplements in August, November and February. It may be added that there is information in *Willing's* that is not in *The newspaper press directory* and that the reverse is also true!

Their American counterpart is also published annually:

AYER (N. W.) and Sons. Directory: newspapers and periodicals. 1880-

Under the name of each state, the cities and towns in it are listed alphabetically, and after each of these names the titles of the newspapers and periodicals published there are recorded. Classified lists are also included, and in the main section some gazetteer information is given about the places listed. This work is, unfortunately, by no means exhaustive, much less so in fact than is *Willing's* or *The newspaper press directory* for the United Kingdom. Works of this kind are also published in many other countries; indeed some of the smaller countries have bibliographies of their current periodicals which are more comprehensive than those published in the larger countries. The best known French example is also not complete. However, the

Annuaire de la presse française et étrangère et du monde politique. 1880-

does appear regularly every year and does contain most of the better known French journals. It has three principal sections. The first is a list of the periodicals and newspapers published in Paris arranged by subject, the second is a record of the provincial press, while the third deals with the overseas territories of the French union. A fourth section also gives coverage of some foreign countries and there is a general alphabetical index. The information given about individual titles varies; some entries are fuller than others.

Sperling's Zeitschriften und Zeitungs-Adressbuch (1861-1947) was for many years the authoritative German work of this kind. Since the end of World War II several bibliographies of German periodicals have been published, some of them being select lists and some lists of academic journals. The most generally useful of the recent ones are

Deutsche Bibliographie : Zeitschriften, 1945-1952. 1955.

Die deutsche Presse 1954 : Zeitungen und Zeitschriften.
Hrsg. Institut für Publizistik, Freien Universität, Berlin.
1954.

In the latter, the section for newspapers is arranged primarily by place, while that for periodicals is classified by subject ; there is a general alphabetical index. Some titles from the German Democratic Republic are included. The first-named publication is appearing in three fascicules ; it will record some 12,000 titles, with an index. The principal part of *Deutsche Bibliographie* is described in chapter eight.

If we turn now to retrospective lists, we find a list of wide scope, recording many of the principal journals of the world, in the relevant section of the printed catalogues of the British Museum :

BRITISH MUSEUM. Catalogue of printed books
periodical publications. 2nd ed. 1899-1900. 2 vols.

where the periodicals are entered under their places of publication. These places are in alphabetical order, and there is a title index. Many serials are also to be found under the heading "Academies" in this edition of the British Museum author catalogue. In the British Museum author catalogues, institutions are entered in the general alphabet under the names of the places where they are situated, and the periodicals they issue are also entered there. Thus neither periodicals issued by academies or those issued by institutions will be found in the periodicals section of either the *Catalogue of printed books* (quoted above) or the *General catalogue of printed books* (which has yet to appear in print). There is a retrospective list for England and Wales based on the holdings of the British Museum

THE TIMES. Tercentenary handlist of English and Welsh newspapers, magazines and reviews. 1920.

which covers those published in the years 1620-1919. The titles are arranged in two alphabets, one for London and district, and a second for the provinces. It excludes official periodicals issued during the war of 1914-1918, annuals, society publications and local church periodicals, and gives only brief entries for the items it records. Though this list is an extensive one, it is not exhaustive ; additional items, and sometimes fuller information, can be found in some other bibliographies and library catalogues. Thus G. A. Cranfield's *A handlist of English provincial newspapers and periodicals, 1700-1760* (1953) contains about twice the number listed for this period in the work published by *The Times*. One other example may be quoted :

MILFORD (R. T.) and SUTHERLAND (D. M.) A catalogue of English newspapers and periodicals in the Bodleian Library, 1622-1800. 1936.

If these sources fail us, there may be regional studies which will help us ; the *Cambridge bibliography of English literature*, too, may assist, for it enters many periodicals, including some which are not literary in character, and often records the names of their editors.

Printed union catalogues of the serials available in several libraries form a very important group of reference books ; in large reference libraries, especially, they are likely to be in daily use. The principal works of this kind list more periodicals than the bibliographies which have already been quoted in this chapter, and they usually record items which are no longer current as well as those which are still appearing. Thus one of their uses is to verify the existence of a periodical ; to correct, perhaps, an incorrect title. For this, union catalogues of periodicals held by libraries in other countries will sometimes serve as well or better than works relating to the holdings of British libraries. If we use these union catalogues as finding lists, either to direct an enquirer to a library which has the journal he requires, to borrow it on his behalf, or to arrange for a photographic copy of what he requires to be made, we shall, of course, almost always use British union catalogues. These works ably demonstrate the amount of duplication, some necessary, some less so, that exists in the holdings of libraries, and the gaps that exist in our national resources. They are pointers to further co-operative efforts which have hardly materialized as yet.

There are now some hundreds of these union catalogues in existence, though many of them deal with the holdings of the libraries of a district or are restricted by subject. These will have their occasional uses (in special libraries they can be very useful), but here discussion must be restricted to the few major works which cover the resources of a nation and which are either general in character or which are particularly useful in the United Kingdom. First we have the

World list of scientific periodicals published in the years 1900-1950. 3rd ed. By W. A. Smith, F. L. Kent and G. B. Stratton. 1952.

This records some 50,000 serials and shows the holdings of 247 libraries ; some of the titles recorded have no locations shown. These periodicals are not in libraries covered by the list ; many of these titles are presumably not in any British library. The titles are arranged in alphabetical order and are numbered ; the only cross-references included are those to changed titles. There are, unfortunately, none from the names of corporate bodies to the titles of the journals they publish. Cognate words in all languages have

been reduced to the same form,⁴ except when they occur at the beginning of a title. In each entry an abbreviated title follows the full one, it being suggested that authors should use these when giving bibliographical references in papers and books. Fortunately for us, there has been some adherence to this suggestion. The libraries whose holdings are recorded are of diverse kinds : national, special, university, and public. It is certain that there will be errors and omissions in a work of this size ; *Chemistry and industry* is publishing lists of them. Up to the time of writing such lists have appeared in the issues of 26 September 1953, 22 May 1954, and 15 January 1955.

Some 23,000 titles are listed in the

Union catalogue of the periodical publications in the university libraries of the British Isles. 1937.

which is, in many ways, complementary to the *World list of scientific periodicals*, for it specifically excludes items entered in the latter. Unlike the *World list* . . . , it is not restricted by date, and thus it records scientific periodicals which ceased publication before 1900. University calendars and civic reports have been excluded, and the holdings of the copyright libraries and the London School of Economics of the serial publications of the British government have not been recorded, as they have been assumed to be practically complete. In this work liberal cross-references are provided, both from changed titles and from the names of corporate publishing bodies.

Union catalogues of the holdings of periodicals on specific subjects are also very useful. The Institute of Advanced Legal Studies of the University of London is, for example, publishing a series of such catalogues on various aspects of law ; in scientific subjects Aslib's subject groups have compiled such lists.⁵ Another type of union catalogue is represented by *The London union list of periodicals : holdings of the municipal and county libraries of Greater London*, edited by K. A. Mallaber and P. M. de Paris (2nd ed., 1951), a work which is kept up-to-date for the metropolitan libraries at the London Union Catalogue. Few of the libraries covered in this publication could be said to have extensive research collections, yet between them they do have many journals, including some not readily accessible elsewhere. Moreover all these libraries are accessible to everyone and many of the journals can be sent on inter-library loan. The list of periodicals in the Oxford libraries which was cited earlier in this chapter is an example of a union catalogue of the holdings in one of our regional centres. There are other

⁴ e.g. Academy, Académie, Academia.

⁵ See the first part of D. T. Richnell's chapter on " Subject union catalogues " in *Cataloguing principles and practice : an inquiry*, edited by M. Piggott (1954).

examples which are exceedingly important working tools in the areas which they cover.

During the war a project for a *British union-catalogue of periodicals* was launched, and a grant of money was obtained from the Rockefeller Foundation for this purpose. It will probably be two more years before work on this is completed. However, the first volume of the four that there are to be is in the press at the time of writing; it will probably be published before the present work appears. Mr. J. D. Stewart, the present editor, tells me that the whole work will contain between 140,000 and 160,000 titles, and that approximately 40,000 of these are not in the *Union list of serials* . . . (see below). Locations in some 450 libraries will be shown.

At present the greatest union catalogue of periodicals that we have in printed form is

GREGORY (W.) *ed.* *Union list of serials in libraries of the United States and Canada.* 2nd ed. 1943. Supplements, 1945-53. 2 vols.

Only on rare occasions will we be able to make use of the information it gives as to the holdings of individual libraries; it is, however, of great value in Britain, because it will often identify for us a serial not recorded in the British lists and also because it gives us fuller information about each item than they do. Although it records some 120,000 journals in its main volume, it is not all-inclusive; annual reports of a routine nature, law reports, and such serials as those published by trade-unions have been excluded. Only the main work was edited by Miss Gregory; the first and second supplements were edited by others. The second supplement brings the record of the holdings of American libraries to the end of 1949. Later acquisitions are now recorded in the Library of Congress's *New serial titles*, a work described earlier in this chapter.

Miss Gregory was also the editor of another union catalogue, the *List of the serial publications of foreign governments, 1815-1931*. (1932); this is mentioned again in chapter 12.

The *Gesamtverzeichnis ausländischen Zeitschriften* has been compiled at the Westdeutsche Bibliothek at Marburg and it is in the press at the time of writing. It records some 25,000 titles of "foreign" periodicals published since 1939 which are in German libraries.

The mimeographing of one hundred copies of the provisional Catalogue collectif des périodiques: Paris et universités de province. 1941-

had reached "J" in 25 volumes in 1954, but work on the rest of the alphabet was well advanced. Additions and alterations to the part that has already appeared are circulated, so that the necessary

corrections can be made. This catalogue does not include scientific or political periodicals. It records the holdings of 128 libraries. For one of the groups not covered in the *Catalogue collectif* we have the *Catalogue de périodiques étrangers : scientifiques—techniques—industrielles* (1954) which was prepared by the Ecole Nationale Supérieure des Mines de Paris and which records the holdings of Paris libraries up to 1 October 1953. Like the *World list of scientific periodicals*, this work also includes a separate list of international scientific congresses.

Among the other French union catalogues we may mention the *Etat sommaire des périodiques étrangers reçus dans les bibliothèques et les centres de documentation de Paris en 1948. Sciences humaines* (1950-51, 3 vols. and supplement) which indicates the holdings of some eighty libraries. In this catalogue we are given the same titles in three different orders ; alphabetically arranged, by country and in a classified order. This work formed the point of departure for the *Inventaire permanent des périodiques étrangers en cours*, a manuscript record in the process of formation at the Direction des Bibliothèques in Paris.

In this chapter only a few of the more important and more general lists and union lists have been described by name. Extensive, but by no means exhaustive, lists of bibliographies of serials, of catalogues of the holdings of individual British libraries and of British union catalogues are listed in appendices to D. Grenfell's *Periodicals and serials* (1953) ; we also have C. Björkbohm's *Bibliographical tools for control of current periodicals* (1954).

REFERENCES

There are many histories of periodicals, in various languages ; in Germany, for instance, the subject is established as a " science ". *English literary periodicals* by W. Graham (1930), though not particularly good from the critical point of view, may be useful for reference purposes. *Einführung in die Zeitschriftenkunde*, by E. H. Lehmann (1936) deals with the history of periodicals and includes a bibliography of writings about individual periodicals and subject groups of them. *Le journal*, by G. Weill (1934), is a useful French book which also includes a good bibliography. These two works will only be needed by students of librarianship for advanced studies, though they may be remembered as sources of reference.

Students should certainly read the introductions to the various union lists of serials quoted in this chapter ; for information about the *British union-catalogue of periodicals*, two articles by T. Besterman should be consulted : " A proposed union list of periodicals in British libraries ", *Aslib, report of the proceedings of the 17th*

conference, 1942, pp. 30-34, and "British union catalogue of periodicals: rules and definitions", *Journal of documentation*, vol. 2 (September 1946), pp. 92-98.

A. Osborn's *Serial publications* (1955) is the most thorough account that we have of the treatment of this material in libraries; chapter 11 deals briefly with "Reference and circulation". D. Grenfell's book has already been cited in this chapter.

CHAPTER 8

INDEXING AND ABSTRACTING SERVICES

We are concerned in this chapter not so much with the indexes to individual periodicals as with keys to the contents of many journals. First we may distinguish between the indexes which cover a group of periodicals with no subject limitation from the indexes and abstracts of the literature of special subjects. Works of the first type, the general indexes to periodicals, almost always do have geographical or linguistic limitations and they rarely contain abstracts. Some of the keys to the literature of special subjects are concerned with the periodical literature of their subject only, while others record also books, patents, court decisions and the other special types of literature their subjects may have. Some merely list references without comment, while others contain annotations or abstracts.

If the number of periodicals published in a country is relatively small, there may be a periodical index which attempts to cover most or even all of them. On the other hand, in countries where many periodicals are published, the general index is likely to be restricted to the periodicals which are themselves "general" in character (literary magazines, for example), together, perhaps, with a selection of the better known journals on special subjects. There are, however, exceptions to these generalizations. Canada, for instance, although a rapidly growing country, probably still has a relatively small number of periodicals, if one excludes local journals. Yet the *Canadian index to periodicals*, useful though it is, only indexes some fifty-two journals. It is only a very partial guide to material appearing in that country's magazines. Then there are countries which have no general index to their journals; France is probably the most important example of these.

The post-war effort to stimulate the growth of more and better bibliographical services has resulted in the appearance of some new general indexes and in the improvement of some established services. We have even seen the Library of Congress attempting to provide coverage for countries which do not have national indexes of their own (*Southern Asia : publications in Western languages*) and for countries with different alphabets and whose literature is otherwise relatively inaccessible (*Monthly list of Russian accessions, East European accessions list*), though these latter countries do have, in some cases, national indexes of their own. The general indexes to periodicals

in most use in British libraries will be described later in this chapter.

The need for indexes to periodical literature naturally grew with the expansion of periodical literature itself, a phenomenon described in the previous chapter. V. Clapp, in an interesting historical account¹, cites the *Repertorium* of J. D. Reuss of which 16 volumes appeared in the period 1801-21 as an early general index. He also describes the advent of some of the important indexing and abstracting services in special subjects. Many different techniques have been adopted and some have been discarded. Efforts to deal with the whole of science in one work ceased with the demise of the *International catalogue of scientific literature* on the outbreak of the first World War. More recently the effort to index by subject most of the books and periodical articles on medicine in the *Index-catalogue of the Library of the Surgeon-General's Office, United States Army* has been abandoned. However, at the present time the number of specialized indexing and abstracting services has multiplied so rapidly that there are now some 3,000 in existence. The principal bibliography of them is

BESTERMAN (T.) *Index bibliographicus*. 3rd ed. 1951-1952. 2 vols.

This is a Unesco publication of which a fourth edition is in preparation. Volume one deals with science and technology, while the second volume deals with the social sciences, education, and humanistic studies. The publications listed in this work are arranged according to the universal decimal classification and accompanied by notes on their coverage, frequency, etc. These notes are indicated in a very cryptic form; so cryptic in fact that it is a very annoying book to consult. It is to be hoped that, since this is a very important work, Unesco will remedy this defect in later editions.

There are many other lists of indexing and abstracting services; some deal with specific subjects, others with the publications appearing in a particular country—and yet a further group with the holdings of a particular library. Particularly interesting for Britain is

ROYAL SOCIETY. A list of periodicals and bulletins containing abstracts published in Great Britain, with appendix giving partial list of journals containing abstracts published in the British Commonwealth. 2nd ed., 1950.

We may add that Mlle Malclès's reports on bibliographical services made for Unesco give information about current indexing and abstracting services countrywise. The more comprehensive guides to reference books listed in the introduction to the present work are also good sources for this information.

¹ *Library trends*, vol. 2 (April 1954), pp. 509-21.

The importance of periodical literature has already been stressed in the previous chapter. At the risk of being repetitious, this statement must be repeated here. Even in a great library which may have many or even most of the important indexing and abstracting services listed in the *Index bibliographicus*, much time is spent in tracing obscure references and many of these are to articles in periodicals. Even in the largest libraries, references are presented which defy elucidation, either because the details given are incomplete or incorrect or because the publication in question is just not identifiable. A librarian working in a small public library with a small selection of current British journals may find that most of his readers's needs for periodical literature are satisfied by what he has. He will certainly, however, receive some enquiries which can only be answered from more specialized periodical sources. The more he knows about the general scope of specialized sources of information, the better equipped he will be for obtaining answers expeditiously from his colleagues in larger and more specialized libraries.

Very few of the specialized indexes and abstracting services claim to be exhaustive and probably none of them are. The amount of periodical literature published is too great and articles on subjects of interest may appear in the most unlikely journals. Much of the more useful medical literature is recorded in the *Current list of medical literature* prepared in the Armed Forces Medical Library in Washington. I remember searching the indexes of some recent years for information about the diseases prevalent in Nepal without any success. However, *Current geographical publications* published by the American Geographical Society sent me to quite a useful article in the July 1951 *Geographical review* which provided a good start. It should be noted that the *Current list of medical literature* only covers 1,400 of the 4,000 journals received currently by the Armed Forces Medical Library. In 1953 another publication in this field, the *Quarterly cumulative index medicus*, and the *Current list* between them indexed about 2,000 journals. Of the total, approximately one third were covered in both indexes, while two thirds appeared in one or the other only.²

The situation in agriculture seems to be similar; R. Shaw reports that less than one third of the over 12,000 "periodicals and publications" received by the United States Department of Agriculture Library are even partially abstracted, although more than 300 journals publish indexes and abstracts.³

We are also told that more than 20,000 biological journals are appearing regularly and the number is continually growing.

² Brodman (E.) *The development of medical bibliography*. 1954. p. 157.

³ International Conference on Science Abstracting, 1949. *Final report*. 1951. p. 122.

Biological abstracts includes material from less than 2,000 journals and complete coverage of only 800.⁴ In 1953 it printed references to 33,498 publications. One estimate has it that there are approximately 144,000 original research papers on biological subjects published every year. Very few special libraries are, then, likely to be content with one indexing or abstracting service only, even if there is an outstanding one on their central subject.

We must remember that while much of this enormous output of periodical literature records original work, a great deal of it is repetitious. Some indexing and abstracting services do not aim to cover much of this "secondary" material; they prefer to concentrate on the articles reporting original work. While it is a well known fact that the same article may be indexed or abstracted by several different services, we do not know accurately how much original scientific work is escaping notice. A study made by the Department of Scientific and Industrial Research suggests that at least 90 per cent of useful scientific and technical papers are eventually indexed,⁵ though this figure would seem to be very high when one remembers some of the figures that have been cited in the previous paragraphs of this chapter.

The words "science and technology" have crept into the previous paragraphs, though most of what has been said so far is applicable to other fields of knowledge as well. In the humanities the indexes and abstracts that we use appear somewhat less frequently; many of them are annuals. In the social sciences very few services even attempt to be exhaustive of original work on an international scale; some of the indexes and abstracts that we have largely concentrate on the literature in one language.

In the humanities and the social sciences we need more often to make use of the general indexes to periodicals. But in every field of knowledge we need to use the general indexes at times. Some countries, such as Yugoslavia, are now indexing their national periodical literatures so thoroughly that we can take it as unlikely that all their relevant entries will be repeated in the specialized bibliographies.

The specialized serial bibliographies which have been discussed above either list periodical articles without comment or they give us a short abstract of their contents. Another kind of work is that which gives us a critical survey of the writings on a subject over a given period. Several of these appear annually; these may have as part of their titles, *Annual survey* . . . , *Annual review* . . . , or *Year's work in* . . . They are usually selective, in that their

⁴ *Science*, vol. 120 (24 December 1954), pp. 1055-56; *Biological abstracts*, vol. 29 (January 1955), p. xii.

⁵ *Unanswered questions*, no. 5 (October 1951), pp. 1-2.

authors discuss only what they consider to be of importance ; if they are truly critical they can be of great use to us. Although they are increasing in number, they do not, as yet, cover as many subject fields as do indexing and abstracting services. There is often a considerable time-lag between the date of publication of the articles discussed and the appearance of the review itself. Although many of those that we have deal with scientific and technical subjects, this kind of work is by no means confined to those fields of knowledge. The Royal Society has published *A list of British scientific publications reporting original work or critical reviews* (1950).

In recent years much literature which would previously have been published in scientific journals or in pamphlet form has become available as reports or separates. Sometimes these reports have later been republished in journals. Many others have, however, remained available only as separates and some of these have not really been published in the usual sense of the term. They have been kept in depositories, sometimes in the form of photocopies, so that anyone wishing to have a complete text has had to order an additional photocopy. Sometimes abstracts of these reports have been published in journals. The end of World War II lead to the release of a flood of literature which had hitherto been of a confidential nature. Publishing it all in full was not possible, so that the method of publishing abstracts and inviting applications for photocopies of the full text was adopted. It has been estimated that about 75,000 reports are issued every year.⁶ A number of indexing and abstracting services do, however, include references to reports, including unpublished ones. *Nuclear science abstracts* includes many references of this kind and there is an important special bibliography devoted entirely to them, *U.S. Government research reports*, published by the United States Office of Technical Services.

Before returning to the subject of general indexes to periodicals, we must remind ourselves that the majority of indexes, both general and special, rarely cover *all* the material in every issue of the journals they purport to index. Most of them index only the major articles, so that it is sometimes necessary to consult the index to individual periodicals which are covered by these general indexes, for the larger number of entries which they contain. Several of these bibliographies of the contents of many periodicals have subject entries only and consequently are of little use for finding the writings of known authors.

⁶ Fry (B. M.) *Library organization and management of technical reports literature*. 1953, p. 8-9.

If one is not familiar with the index to an individual periodical which is being consulted, it is wise to study its arrangement before embarking on the search. Although these indexes are usually alphabetically arranged, there may be separate alphabets for authors and subjects, and group headings, such as "Book reviews", "Obituaries", etc. may have been used. Subjects may be indexed specifically or they may be grouped under broad headings. A number of journals, mainly of a scientific character, classify their articles by the universal decimal classification, and their indexes may also be arranged in this way. Some journals, including a number of scholarly ones, have very inadequate indexes, while others have none at all; we may be reduced to scanning contents lists! Especially valuable to us are the cumulative indexes which many of the more learned journals have; for these there is a useful bibliography

HASKELL (D. C.). A check list of cumulative indexes to individual periodicals in the New York Public Library. 1942.

In a large reference library, this work of Haskell's and, if feasible, the cumulative indexes which the library has, should be conveniently shelved for consultation by both the readers and the library staff.

The British

Subject index to periodicals, 1915-22, 1926-

is to be found in the majority of our reference libraries. In its early years it had a different title and appeared as a series of class lists for different subjects. It is now an alphabetic subject index to some 340 English language periodicals, nearly all of them being published in the British Isles. American journals and journals in foreign languages have been omitted since 1939. The *Subject index to periodicals* avoids some periodicals which are indexed in other, well-known sources. With the first issue for 1954 this publication became a quarterly, the last issue of the year being the annual cumulation. This has greatly increased the current usefulness of the work. In the volumes for the years 1938 and 1939 location lists were included which gave the names of British libraries having the periodicals indexed. During 1955 publication of "Regional lists" commenced. These consist of pamphlets recording periodical articles dealing with the various counties of England, with a separate pamphlet for Scotland. Some of the entries in these pamphlets are also in the quarterly and annual volumes; the majority are not. The first issues cover the year 1954.

Two other indexes which are general in character are published

in the United States. About a hundred and ten journals published in the United States are indexed in the

Readers' guide to periodical literature, 1900- . 1905- .

which is issued fortnightly. It cumulates during the year, has annual volumes and, finally, volumes covering two years are published. It has entries for authors, titles and subjects. This work is prepared with the needs of public libraries in view ; in Great Britain it is to be found in some of the larger public reference libraries. The smallest public libraries in the United States may use the *Abridged readers' guide* . . . (1935- .) which indexes only twenty-five of the journals included in the parent work ; this latter publication is, however, not needed by British libraries. Some two hundred journals are indexed by the

International index to periodicals ; quarterly guide to the periodical literature of the social sciences and the humanities, 1907- . 1916- .

These quarterly parts cumulate into annual volumes and these themselves are later cumulated into volumes containing the material of three years. There are entries for authors, titles and subjects. It indexes some one hundred and seventy journals, including many British ones. Some of these latter are not indexed in the *Subject index to periodicals*. The appeal of this work is to university libraries, the larger public libraries and other scholarly libraries, though it is not really very "international". It had never indexed many periodicals in foreign languages and recently it decided to omit these altogether. This decision was based on a poll of subscribers. At the same time it decided to omit journals dealing with science and psychology. It assumed its present sub-title during 1955. Both the *Readers' guide* . . . and the *International index* . . . appear promptly, a fact which makes them additionally useful.

Four hundred and seventy British and American periodicals are indexed by subject in

Poole's index to periodical literature. 1802-81, [1891.] 2 vols.
Supplements, 1882-1906. 1888- [1908.] 5 vols.

The greater part of the nineteenth century is included in the one alphabet of the main work, which is very convenient. Even book reviews are entered, a feature not present in most of the other general indexes described above. There are no author entries in *Poole*, though two other American indexes which appeared for short periods at the end of the nineteenth and the beginning of the twentieth century have them ; if necessary, reference should be made to *Winchell* for their names. Messrs. H. W. Wilson, the

publishers of the *Readers' guide* . . ., have also issued the first of what was to have been a series of dictionary catalogues covering the nineteenth century. No further volumes, for earlier periods, have, as yet, appeared :

Nineteenth century reader's guide to periodical literature,
1890-1899, with supplementary indexing, 1900-1922. 1944.
2 vols.

This includes seven periodicals not in *Poole*. The indexing of some periodicals was continued past 1899 up to the date of their inclusion in other H. W. Wilson indexes.

The most comprehensive of all the general indexes to periodicals is the

Internationale Bibliographie der Zeitschriftenliteratur.
1897-

sometimes known by the name of its publisher, Dietrich. The first section of this publication is entitled *Bibliographie der deutschen Zeitschriftenliteratur mit Einschluss von Sammelwerken* ; this indexes some 4,000 periodicals. It has an author index and a list of periodicals indexed, the principal entries being under subject headings in alphabetic order. At present its volumes cover six months each ; they appear in fascicules. The last of these is an author index. This publication, like many others, experienced great difficulties during and after World War II ; volumes 95 and 96 have still to appear.

While the current contents of German periodicals are being recorded in these volumes, retrospective indexing of the contents of nineteenth-century periodicals has also been done. The latest of these retrospective volumes carries the indexing back to 1861 ; it was published in 1942. Another supplement to this work, an index to articles and essays in German newspapers ceased publication in 1944. The second part, *Bibliographie der fremdsprachigen Zeitschriftenliteratur* (1911-), indexes well over two thousand non-German periodicals. In arrangement it is the same as part A, except that the volumes cover at present a whole year (vol. 36 deals with 1953-54 ; i.e., not a calendar year). Indexing of the periodicals is sometimes delayed, so that the dates of the periodicals indexed may be earlier than those of the volume of *Dietrich* itself. Naturally many British, American, French and Italian periodicals are indexed, including some which are not indexed in the other general indexes mentioned in this chapter. In both parts A and B the periodicals are assigned numbers and the citations under the subject headings give those numbers ; this has enabled the publishers to compress a great deal of information into a relatively small space. Many scientific periodicals are indexed

by these bibliographies. There are cumulative indexes, the latest of which lists all the subject headings used in vols. 97-105 of part A, and vols. 30-32 of part B. The third part, *Bibliographie der Rezensionen und Referate*, began in 1900 (1901) as an index to the book reviews in German periodicals. Later the work enlarged its scope to include a record of the reviews in foreign journals also, though the two alphabets of authors' names were kept distinct. The latest volume to be published was 77, which covered the foreign book reviews of 1942-43 (1944). German reviews are indexed to the end of 1943. The last volume claims that the first part indexed the reviews in some 5,000 German periodicals, yearbooks, etc. and also those in 50 German newspapers, while the reviews in some 4,000 foreign journals were dealt with in the second part. *Dietrich* is only to be found in a few of the larger British libraries.

The general indexes described above are the most important for our purposes; it only remains to note briefly that there are several national indexes to the contents of the periodicals published in one country. Works of this kind appear, for example, in Canada, South Africa, New Zealand and the U.S.S.R. Some are published annually and others at more frequent intervals. These, again, are only to be found in the largest British libraries and it should not be necessary for students to learn their titles.

With a multiplicity of specialized indexes available in addition to the general ones just described, the young librarian may well wonder how to begin a search through periodical literature for some particular piece of information. His problem will be somewhat simplified because he will obviously be limited initially to the sources at his immediate disposal. It is, however, often useful to think how one would have tackled a problem in the ideal situation—in a library containing *all* the bibliographical tools extant and relevant to the particular problem.

Should one begin with a general index to periodicals or should one go at once to a specialized source if there exists such a source for the subject in question? There can, of course, be no general rule. It can, however, be said that in some specialized libraries searching the appropriate specialized indexes and abstracts is done continuously and automatically for many enquiries. Chemical and biological libraries of any size could hardly operate without *Current chemical papers*, *Chemical abstracts* and *Biological abstracts*, and these works are likely to be more essential than any one work in a general library. Some specialized libraries may not feel much need for the general indexes to periodicals. On the infrequent occasions when they do need to consult the general indexes, they may appeal to nearby general collections for help.

Unesco has been active since its foundation in 1945 in promoting

better indexing and abstracting services. A number of specialized bibliographical committees have been established; usually these latter are only loosely connected with Unesco and under the direct ægis of an international non-governmental organization. Two main problems are involved; one being to provide adequate abstracting and indexing services for subjects previously inadequately covered or not covered at all. Thus the establishment of such useful works as *International political science abstracts* and the *International bibliography of political science* has been due to the initiative of Unesco. During 1955 and 1956 Unesco will give grants amounting to \$100,000 to the International Council for Philosophy and Humanistic Studies, about one quarter of which will be passed on to various international bibliographies. Additional subventions will be given to the International Committee for Social Science Documentation and to various scientific bibliographies.

A second main problem has been to encourage the exchange of information between abstracting and indexing services covering the same or related fields and, if possible, to reduce the amount of overlapping. In this respect progress is slow since commercial interests and prestige are involved. Useful work has, however, been done by such bodies as the Abstracting Board of the International Council of Scientific Unions. This Board has persuaded many physics periodicals to send proof sheets either to the Board itself or to the three principal abstracting services in physics. This has both reduced the work of these services and improved the speed with which their abstracts appear. Co-operation has also been particularly fruitful in the services which deal with building.

REFERENCES

Chapter seven of R. Staveley's *Notes on modern bibliography* (1954) discusses the uses of indexing and abstracting services and Unesco's work in improving them. Chapter nine of the same book discusses the possibilities of coding citations and abstracts on cards that can be searched with a machine. This practice is now widespread in various fields of science. "The problem of specialized communication in modern society", by V. W. Clapp, a chapter in *The communication of specialized information* edited by M. Egan (1954), will also be found useful.

"The analytical cataloguing of periodicals in a specialized field" by J. D. Pearson, *Library Association record*, vol. 57 (January 1955), pp. 1-7, contains general comment on periodical indexes and also a description of the methods used in compiling a manuscript index in one special field.

The *Final report* of the International Conference on Science Abstracting, 1949 (1951) should be read. For reference purposes we can consult H. F. Conover's *Current national bibliographies* (1955). She has included the names of the general indexes to periodicals published in the various countries of the world.

CHAPTER 9

CURRENT NATIONAL BIBLIOGRAPHIES AND BIBLIOGRAPHIES OF BOOKS IN PRINT

The publications to be described in this chapter are among the most hard worked items in most libraries, for, in addition to their being used by the reference staff, they are needed for purposes of book acquisition and they are frequently being consulted by cataloguers. In reference work, we shall most often use them when readers are asking about individual books and pamphlets; they may require fuller details about them, such as their authors' names, their dates, their publishers, or their prices. We shall need them when readers ask us to obtain works on loan for them from other libraries, for we should never despatch requests of this kind without verifying them, though for these purposes there may be alternative sources in the catalogues of great libraries or in special bibliographies. We also need them to find the names of recently published books on different subjects.

When we use them for this latter purpose we must do so in a discriminating fashion. All that we shall find in the majority of them are the barest details about books, with no indication as to their subject matter other than that given by their titles. If we know the names of the authors concerned, or see that a learned society whose other publications we know has sponsored a work, we may be able to make a more accurate estimate of it; the names of other publishers, too, will often give us some ideas about the probable subject matter and scope of books. In many cases, however, it will be impossible to tell from the entries in these works whether they are suitable or not for the purpose we have in view, and we shall have to seek additional information about them elsewhere. If we had printed subject catalogues of great libraries constantly brought up to date by supplements and cumulations, if we had very many more critically compiled subject bibliographies, and if both these kinds of works were available in all general libraries, we should need to use the bibliographies of newly published books much less often. As it is we must perforce use them when we have no better specialized source of information available. Some small libraries place far too much reliance upon them.

The "ideal" national bibliography would be one that gave a complete and prompt record of all the printed output of its country

or language in a way permitting items to be traced by either author, subject or title. It would thus record not only books and pamphlets, but also government publications, theses, maps, music, filmstrips and other audio-visual materials. A publication of this kind seems only to be feasible in a country with a relatively small output of printed matter. In countries where more publishing is done, it is usual for the special classes of material to be either treated selectively or not at all in the current national bibliography. These special types of literature are often the subject of special periodic bibliographies themselves; government publications have even been allotted a special chapter in this book.

We are fortunate in having the world picture as it was in 1954 carefully reported for us in

CONOVER (H. F.) *Current national bibliographies, 1955.*

Miss Conover has recorded both the general national bibliographies and specialized lists of music, government publications, and serials. She has also included general indexes to the contents of periodicals and given all her entries valuable annotations.

The principal purchasers of current national bibliographies are (a) booksellers and publishers, and (b) librarians. The interests of these two groups overlap, but they do not coincide. Booksellers are primarily interested in commercially published books; many of them are not keen on having their current bibliography include items not on sale and other material which they are unlikely to handle. They also would probably object to having to pay for the inclusion of these types of material, especially if the ratio of this type to the commercially published books was high. Librarians, on the other hand, usually like the current national bibliography to be as complete as possible. When examining a national bibliography these factors should be borne in mind.

Some current national bibliographies are based on material received in an institution in accordance with a law making it compulsory for copies of all new publications to be deposited there. If this legal deposit is strictly enforced, the resulting national bibliography benefits accordingly. Other national bibliographies are based on the voluntary submission of material or the relevant information by the publishers to the editor. This method can work quite efficiently (as it has in Germany) or it can result in only a partial coverage. A further distinction can be made between current national bibliographies which present fully catalogued entries for books and those which merely provide short entries.

Many different methods of arrangement have been adopted in national bibliographies. Some are classified, some are in dictionary order, whilst others are in author order. Some cumulate into

volumes which, with the passage of years, become useful tools for retrospective searching: some do not cumulate. As part of its programme for improving bibliographical services, Unesco has published *National bibliographical services: their creation and operation*, by K. Larsen (1953), which both describes the ideals and methods of national bibliography and, as examples, the present services of the U.S.A., Denmark and the Dominican Republic. In the rest of this chapter the current national bibliographies of the United Kingdom, the U.S.A., France and Germany will be described.

In the United Kingdom we have

The British national bibliography. 1950-

with which every British librarian must be familiar. It is a weekly list of new books arranged in classified order according to the Dewey decimal classification. There is an index of authors in each issue and the last issue of each month includes a cumulated index of authors, titles and subjects for the month. Cumulative issues are published every three, six, nine and twelve months. A very useful five-year index for the period 1950-54 has also appeared (1955). The work is based on items received by the British Museum through the operations of the Copyright Act. This is a national bibliography which provides not only a good record of new books, but which also catalogues them according to the rules generally followed in the United Kingdom and closely classifies them. Not many other national bibliographies do this. It excludes maps, music, many national and local government publications and cheap novelettes. In 1859 Edward Edwards had suggested that

"one condition should be imposed on the trustees of the British Museum in return for the copyright privilege—they should publish a descriptive list—both accurate and full—of every item received. . . . It should appear at least once a month and should have indexes . . ."

Ninety years later the *British national bibliography* was founded, so that at last Edwards's proposal materialized. He would approve of the result, I think.

Another gap in our national record was filled when Aslib assumed responsibility for the annual *Index to theses accepted for higher degrees in the universities of Great Britain and Ireland*, vol. 1 (1950-51)-(1953-).

We also have two rival book-trade bibliographies; both of them first appear as weekly lists included in journals which carry news of interest to booksellers and librarians:

The bookseller. 1909-

Publishers' circular and booksellers' record. 1837-

¹ Edwards, E. *Memoirs of libraries*, vol. 2, 1859, p. 601.

They contain author and title entries for books ; in many cases the titles are inverted to bring to the fore the word which best indicates a book's subject. They both include a selection of British government publications, but do not include musical scores or periodicals. Their coverage of smaller pamphlets and of items published in the provinces is erratic. In the last week of each month both papers publish a cumulative list for that month. Both of these publications endeavour to include new material as quickly as possible ; if in doing so they make mistakes which are discovered afterwards, these mistakes will be corrected in the monthly or later cumulations. The spring and autumn special numbers of *The bookseller* are particularly useful for their advance announcements. The *publishers' circular and booksellers' record* also has special issues of this kind. Librarians, in searching for a very recent title, would probably use the *British national bibliography* first ; if, however, as sometimes happens, the publication has as yet not been published, these special issues will often help to identify the title.

The Times literary supplement also includes a list of "Books received" each week, which, though not so full as those just recorded, is worthy of mention here, for most of the entries are annotated, and for some items the journal will contain considered reviews.

In addition to the monthly records in *The bookseller* and *The publisher's circular*, two other monthly lists are published in which the titles are arranged in a classified order, *Books of the month* and *Current literature*. These are both book-trade bibliographies, the latter being issued by the publishers of *The bookseller*. Individual booksellers may distribute them with their own names printed on the cover. Other lists which are more selective and which are usually classified and have annotations, are published in other journals for librarians. For reference purposes it is usually necessary to use only one of the publications described so far. The multiplicity of lists of this kind serves to distract librarians, both when they are doing reference work and when they are selecting books for their libraries.

The more selective list in

British book news. Sept. 1940-

may also be cited ; it is published by the National Book League for the British Council. Its list of new books is classified according to the Dewey scheme and the majority of its entries are annotated. It includes a few books published in Commonwealth countries which are not in the British bibliographies cited so far in this chapter. In its earlier years the monthly issues were cumulated into annual

volumes, but from 1951 an annual index to be bound with the monthly parts has been substituted.

The British Museum prints its *Catalogue of printed books in the British Museum: accessions* each month. The entries in it are in three alphabets, (a) English, (b) foreign, and (c) Slavonic, etc. This work includes books received by copyright, but it is rarely used in reference work because there is quite a delay between publication of a book and its entry here. Moreover it does not cumulate or have indexes. Older books acquired by the Museum are also recorded. It is printed on one side of the paper only so that it can be cut up. Apart from its uses in the Museum itself, it is sometimes used by the cataloguers in other large libraries as a check on their cataloguing of difficult books. There are separate annual accessions lists for maps and music.

Every quarter

Whitaker's cumulative book list. 1924- .

appears. This is based on the material in *The bookseller*, but in it the items are both classified into broad groups and also, in a second section, arranged in author and title order. This cumulates throughout the year, and then an annual volume is published. The material in the annual volumes is itself cumulated into *Whitaker's five-year cumulative book list* (1945- .) of which there have been three issues so far. These cover the years 1939-43, 1944-47 (this volume had "four-year" in its title), and 1948-52. The first of these was a cumulation of the author-title section of the annual volumes only, while the two more recent volumes contain separate indexes of (a) authors and (b) titles and subjects. The latest volume records over 85,000 volumes. Entries in *The publisher's circular* are cumulated into annual volumes of

The English catalogue of books, 1801- . 1864- .

Since the beginning of this century they have been cumulated into five yearly volumes, the latest to be published being that for the years 1948-51 (1952). In the nineteenth century the cumulated volumes cover varying numbers of years and some contain entries for both authors and titles, while others contain only author entries, there being a number of separate subject indexes. The one volume of authors and subjects for the years 1801-1836 was done much later and was published in 1914.

The one work which lists the books in print in England is

The reference catalogue of current literature. 1874- .

which formerly consisted of a series of publishers' catalogues bound together with an index to them all. The volumes in current use (1951, 2 vols.) consist of (a) an author index and (b) an index

of titles, again with many titles inverted to bring to the fore words denoting the subjects. Some 300,000 books of 1,458 publishers are recorded in this edition, whereas the 1874 edition listed about 35,000 items from 135 publishers. This work appeared at intervals of three or four years until 1940; since then there has only been the 1951 edition.

The publication in the United States which may be said to be their equivalent of our *The bookseller* and *The publisher's circular* is

The publisher's weekly. 1872-

which includes in every issue an author list of new American books. The cataloguing of items is fuller than in the British trade lists, and sometimes descriptive annotations are included. There are two alphabets of authors; a main one, and a subsidiary one in which are entered pamphlets, most paper bound books and books of lesser trade interest. It does not (with rare exceptions) record United States government publications. Each month it has a title index to the books entered in its author lists. Its Spring and Fall announcement numbers are useful for their records of forthcoming books. This work is taken by only a few of the largest British libraries.

The Library of Congress *Catalog—books: authors*, and the Library of Congress *Catalog—books: subjects*, have already been described in chapter 6. These works are invaluable guides both to recently published United States books and to a catholic selection of the recent literature of other countries.

Many British libraries subscribe to the

Cumulative book index. 1898-

Its monthly issues cumulate during the year and over periods of years, the volumes of most use to British libraries being those for the years 1928-32, 1933-37, 1938-42, 1943-48, 1949-52, and the smaller cumulations to date. It is only from 1929 to date that this publication has attempted to be a "world list of books in the English language"; it does not, however, record government publications or manage really to record all other commercially published books in the English speaking world. B. C. Vickery found that out of a sample one hundred non-fiction books recorded in the *British national bibliography*, 40 were not found in it.² However, it is the publication most used in British libraries for tracing American books and its dictionary arrangement offers a useful and different approach to many titles which are also to be found in the *British national bibliography*. Recent publications in English appearing in countries other than Great Britain, Canada and the United States are also

² *Journal of documentation*, vol. 7 (December 1951), pp. 258-62.

repeated in a separate section, which is useful for book-selection purposes.

Mention may be made of two selective lists published in the United States. Although their principal intention and use is to serve the librarian choosing new books for a library, they are sometimes needed for reference work:

The booklist. 1905- .

United States quarterly book review. 1945- .

The former is published fortnightly by the American Library Association and contains in each issue a selection of newly published books suitable for small and medium sized public libraries; the latter is prepared by the Library of Congress; in both the entries are classified. The *United States quarterly book review* includes items which are more specialized than those in *The booklist*; it aims to record the "best" American books whether they appeal to the general public or not. The majority of its entries are accompanied both by useful descriptive annotations and by biographical details about the authors of the works concerned. The *United States quarterly book review* has an author and title index in each issue, while *The booklist* has an author and subject index in each issue. Both have annual indexes of authors, titles and subjects.

The names of a great majority of the books in print in the United States are recorded each year in

The publishers' trade list annual. 1873- .

two volumes of which consist of a series of publishers' catalogues bound together. In recent years a third volume, with the title *Books in print*, has also been published. This contains two invaluable indexes, one of authors and the other of titles and series. This is the American counterpart of the *Reference catalogue of current literature*; it is not so comprehensive, but it does appear regularly every year. Few British libraries subscribe to this work, though many more have the

United States catalog : books in print 1 January 1928. 4th ed. 1928.

which is the latest edition there is of another series of works recording the books in print in America. This work is usually housed with the volumes of the *Cumulative book index*; like them, it is a dictionary catalogue compiled on lines familiar to librarians.

American dissertations are currently recorded in the annual *Doctoral dissertations accepted by American universities 1933-34-* (1934- .). The main part of each volume of this work is a classified list of theses; there is an index of authors and a short subject index. This work is sponsored by the Association of

Research Libraries. Those doctoral dissertations which are available in microcopies are abstracted in *Dissertation abstracts* (1938-), formerly called *Microfilm abstracts*, which appears six times a year. In each issue the abstracts are arranged in broad subject groups with an author index. The indexes of authors and subjects which are provided as volumes are completed also include some references to other bibliographies of theses.

Books officially deposited in the Bibliothèque Nationale are recorded in the weekly

Bibliographie de la France. 1er Nov. 1811-

The entries are in classified order, with indexes of authors and of anonymous works. Many French publications can be found in *Bibliographie de la France* and nowhere else, for it includes numerous pamphlets and offprints which, even if they are in the British Museum or the Library of Congress, are unlikely to be catalogued separately and thus appear in the printed catalogues of those libraries. From time to time it includes special supplements listing periodicals, engravings, prints and photographs, music, theses, atlases and plans, and government publications. Each issue of *Bibliographie de la France* includes many publishers' announcements of new books and also a classified list of them, with the title *Les livres de la semaine*.

There are annual name indexes to both the main part of *Bibliographie de la France* and to certain of its supplements. There is also an annual catalogue of French theses with the title, *Catalogue des thèses et écrits académiques* (1884-) which appears in fascicule form.

Les livres du mois : tables mensuelles des nouveaux ouvrages publiés en ... dans Bibliographie de la France is a cumulation of *Les livres de la semaine*, with author and title indexes. These author and title indexes cumulate into *Les livres du trimestre* and *Les livres du semestre*. All these publications are distributed as supplements to *Bibliographie de la France*. They are also distributed separately by booksellers, there being a space on their covers for the bookseller to have his name printed.

France has a book trade bibliography which resembles the *Cumulative book index*:

Biblio. 1er Oct. 1933-

this being a dictionary catalogue of authors, titles and subjects which now appears ten times a year. It includes books in French published outside France and thus includes some items not in *Bibliographie de la France*; the reverse is also true. Publications for children are listed together in *Biblio* at the beginning of the section

"J" ("J" being the first letter of *jeunesse*). *Biblio* cumulates into annual volumes.

Books published in France and some French books published abroad are entered in

LORENZ (O.) and others. *Catalogue général de la librairie française*. 1867-

This records books published from 1840 onwards in a series of alphabets which include both author and title entries. Each alphabet covers a number of years (the earlier volumes cover up to twenty-five years in one sequence; the most recent ones the years 1922-25 only) and has a subject index. The cataloguing is fuller and more carefully done than in some of the other book trade publications. It is intended to publish additional volumes covering the period up to the end of 1933, though publication of the volumes covering the period 1926-33 has been deferred. After 1933 the annual volumes of *Biblio* can be used.

The best selective and annotated list of new French publications is given in the

Bulletin critique du livre français. July-Oct., 1945-

which is published by the Association pour la Diffusion de la Pensée Française and which now appears monthly. This work is a useful guide for book selection purposes as well as for reference work.

Books in print in France at the beginning of 1930 and those published subsequently are recorded in

La librairie française. 1930-

This consists of separate author and title lists compiled from publishers' catalogues. Three volumes list works in print in 1930, while a supplementary volume covers 1930-33. The period 1933-45 is dealt with in three volumes (1947-49), two for authors and one for titles, there being less information in the title index. This work is supplemented by a series of volumes entitled *La librairie française : les livres de l'année*; separate volumes have been issued for 1946-48, 1949-50 and annually thereafter. These works give their entries in classified order, with indexes of authors and titles. They are published by the Cercle de la Librairie which also issues *Bibliographie de la France*, and they are the continuation of the record that starts with *Les livres de la semaine*. When looking for a French book published from the thirties of this century onwards, one has the alternatives of starting with either *Biblio* or *La librairie française*; if one is working forwards in time, there is an advantage in using the latter because of its cumulations.

The division of Germany after the 1939-45 war has led to the establishment of two parallel systems of recording the current book production of that country. It seems that if one wants really to be sure of having a record of everything, one must obtain the bibliographies from both the Federal Republic of Germany and the German Democratic Republic, though for the most part they duplicate each other. Publications from the Federal Republic will be described first.

The Deutsche Bibliothek in Frankfurt-am-Main edits a weekly list of new books:

Deutsche bibliographie. 1947-

This formerly had the title, *Bibliographie der deutschen Bibliothek*. Its entries are in classified order with indexes of (a) publishers and (b) authors and subjects. There are three editions of this publication (1) a "normal" one printed on both sides of the paper, (2) the booktrade edition, which consists of the normal edition plus the fortnightly Austrian and Swiss bibliographies as supplements, and (3) an edition printed on one side of the paper only. There are monthly cumulations of the author and subject indexes and these cumulations also include references to the Austrian and Swiss bibliographies. Annual cumulations of the author and catchword title entries have been published for 1953 and later years. The first, general, section of *Deutsche Bibliographie* includes many series entries. Half-yearly cumulations of this bibliography now have the title

Deutsche Bibliographie : Halbjahres-Verzeichnis. Jan.-Juni
1951- . 1951-

Each half-year is in two volumes ; the first is an author record with title entries for anonymous works, while the second is an index of subjects and titles. For an earlier period the same library has published

Deutsche Bibliographie, 1945-50. 1952-55.

in which the contents and arrangement are similar to those in the half-yearly volumes. The entries in the bi-monthly *Das deutsche Buch* are selected from those in the weekly issues of *Deutsche bibliographie* ; it is a useful classified and annotated list of those works thought to be of interest abroad.

The best record of the more generally required German items in print is the *Barsortiments-Lagerkatalog* which is issued by the firms Köhler und Volckmar and Koch, Neff und Oetinger of Stuttgart. This appears annually in two volumes. The first is an author list, while the second contains separate indexes of subjects and titles. K. Fleischhack tells us that it was said of this publication, "Mit

dem Volckmar in der Hand kommt Mann durch das ganze Land".³ Booksellers themselves use the supplement to edition A of their trade journal, the twice-weekly *Börsenblatt für den deutschen Buchhandel*, as a list of new books, but this will be found in very few British libraries.

In the German Democratic Republic the Deutsche Bücherei is continuing its

Deutsche Nationalbibliographie. 1931-

which was itself preceded by other series which date back to 1826. This is published in two parts ; A, which lists publications issued by commercial publishers, and B which lists the publications of bodies not in the book-trade, e.g., societies and institutions. Part A appears weekly, while there are two issues of part B each month. Part B includes many theses and other publications which are not recorded by the bibliographies that have been cited as published in the Federal Republic. The entries are arranged in a classified order. Each issue has an author and catchword subject index ; these are cumulated quarterly. Publication was suspended in January 1945 and resumed again in July 1946. The established frequency of publication was resumed in July 1948. Two supplements to the *Deutsche Nationalbibliographie* appeared during 1949, one listed works which had not been recorded during the period 1933-45 for political reasons ; they are mostly Marxist, Jewish and religious books. The second supplement records works which, because of air raids and other disruptions, escaped entry during the war period. Series A and B of the *Deutsche Nationalbibliographie* are now cumulated annually in the

Jahresverzeichnis der deutschen Schrifttums, 1945/46-
1948-

The main part of this work is arranged by authors and there is, in each volume, an index of subjects and catchwords. In earlier times, from 1916 down to and including 1944, a half-yearly *Halbjahresverzeichnis* had appeared, this continued a still earlier series dating back to 1897. This was an author list, with an index of both subjects and catchwords in titles. Then there came the five-yearly volumes of

Deutsches Bücherverzeichnis : eine Zusammenstellung der im
deutschen Buchhandel erschienenen Bücher, Zeitschriften
und Landkarten, 1911- . 1916- .

which is arranged alphabetically by author, with indexes of subjects and of titles, the latter being often inverted to bring prominent

³ Fleischhack, K. *Leitfaden der Bibliographie*. 1951, p. 14.

words to the front. The latest volume of this work is currently appearing in fascicules and covers the years 1941-50. Earlier five-year cumulations date back to 1851.

In addition to being included in part B of the *Deutsche Nationalbibliographie*, German theses are also recorded in the *Jahresverzeichnis der deutschen Hochschulschriften* (1887-). The arrangement of this work is primarily by place, but there are author and subject indexes. At present the work appears in fascicules, four being needed to complete a volume.

It is not proposed to describe the national and book-trade bibliographies of other countries in detail; one or two of them may, however, be mentioned to illustrate their diversity with regard to scope, arrangement, frequency, punctuality, availability, etc.

The *Bibliografija Jugoslavije* (1950-) lists books, pamphlets and music; its entries are arranged according to a slightly modified form of the universal decimal classification. It appears monthly with a quarterly index of names and subjects. Another useful bibliography using the universal decimal classification is the *Anuario español e hispanoamericano del libro y de las artes graficas* (1945-). This includes the publications from some countries which do not have good national bibliographies of their own. The *Bolletino delle pubblicazioni italiane ricevute per diritto di stampa* (1886-), published by the national library in Florence, also includes music and periodical publications. It demonstrates the difficulties of including everything in a national bibliography, for at the end of each issue there is a section entitled "Pubblicazioni minori non descritte nel bolletino" which records the numbers of offprints, manifestos and other small items received by the library, but which does not give us their names. The national bibliography of the U.S.S.R., *Knizhnaia letopis'*, is not recorded in the list of periodicals available for export from that country. The annual volumes of *Ezhgodnik knigi SSSR* are also not normally exported and consequently the Library of Congress's *Monthly list of Russian accessions* (1948-) is often used as a substitute, though naturally it does not give a complete record of Soviet publishing. One section of this publication, Part C, is an alphabetic subject index, not only of books and pamphlets, but also of articles in periodicals published in Russian. South Africa is an example of a country where the number of new works published in one year is comparatively small; this has made it possible for her to have one of her bibliographies cumulate for a long period of years, *South African catalogue of books, 1900-1950*, ed. by N. S. Coetzee (4th ed., 2 vols., 1950). It will thus be seen that the national bibliographies of different countries do not conform to a set pattern and that it is necessary

to determine the scope and arrangement of each unfamiliar item before using it.

These bibliographies of newly published books in foreign countries are not, however, available in many libraries in this country. Some of them will be found in the larger general libraries and in a number of special libraries; very few libraries have them all.

We must frequently use national bibliographies together with the catalogues of national and other libraries which are mentioned in chapter 6, and with special subject and author bibliographies, when these latter exist and are available to us.

Readers will often bring us requests for specific items which cannot be found in our own library catalogue. We may have to make sure that the work requested is not at the time being catalogued. Alternatively, it may be that the item may belong to a class of material which is not analysed or included in our catalogues. A library may not, for example, catalogue small pamphlets. If readers provide us with insufficient information about the items they require, the bibliographies which have been described in this chapter will often help.

If the information we are given is insufficient, it is nearly always reasonable to ask the reader the source of his citation. If the work he is seeking was quoted in some other book, a reference to that book may be helpful. If we suspect that what is being asked for is only part of a book or, even worse, is an article in a periodical, we shall, perhaps, have to carry out a more extensive search. One illustrative example of this will be given here.

In 1946 we were asked to find for an enquirer, *The garrison state*, by H. D. Lasswell. This was not in the catalogue of our own library, although we had many of the works by this writer. We also knew a little about the work of this American author and we felt that he might well have written something with that title. A search through the *Cumulative book index* and in the *United States catalog* proved fruitless. This made it unlikely that the work was a book published in America by a firm of commercial publishers. We did not have the *Catalog of the books represented by Library of Congress printed cards* . . . so we could not check it there. We thought it unlikely that, if the work was a book, it would have been published outside the United States, so we did not check other national bibliographies. Four other means of search were then considered. One was to examine indexes to the contents of periodicals, starting with a general index, the *International index to periodicals*, and a specialized one appropriate to the subject field in question, *Bulletin of the public affairs information service*; both of these contained author

entries. A second course was to examine the other works of Lasswell which we had in our library, for we knew that most of them included many bibliographical references. A third method was to seek out a bibliography of Lasswell's writings, and, a fourth one, to seek an appropriate subject bibliography. We pursued the first three of these courses at the time, feeling that it would be difficult to find a subject bibliography recording this work.

Bulletin of the public affairs information service records, in its volume for 1941, "The garrison state", by H. D. Lasswell, *American journal of sociology*, vol. 46 (January 1941), pp. 455-68; this is not mentioned by the *International index to periodicals*, as the *American journal of sociology* is not one of the periodicals it indexes. When searching through Lasswell's own books, we found the term "Garrison state" in the index to *World revolutionary propaganda* by H. D. Lasswell and D. Blumenstock (1939). On referring to the appropriate page (356) we found a footnote reference: "Sino-Japanese crisis: the garrison state versus the civilian state," *China quarterly* (1937), pp. 643-49. In the *Bibliographic index* we are referred to *Psychiatry*, vol. 2 (1939), p. 635, for a bibliography of H. D. Lasswell. On consulting this we found that it is a supplement to a previous list in *Psychiatry*, vol. 1 (1938), pp. 157-59. In this latter the *China quarterly* article is recorded. The *China quarterly* article is not entered in the 1937 volume of *Public affairs information service*, because the latter does not index that journal. Incidentally, books are listed together with periodical articles in *Bulletin of the public affairs information service*, though author entries are not now made in it.

Some time after this enquiry was received, the two essays in question appeared together in print in a published volume of essays by H. D. Lasswell entitled *The analysis of political behaviour: an empirical approach* (1948) and the item in the *American journal of sociology* has been recorded in a bibliography entitled *Propaganda, communication and public opinion: a comprehensive reference guide*, by B. L. Smith, H. D. Lasswell and R. D. Casey (1946).

Having traced the article in the *American journal of sociology*, it would have been reasonable to have ceased searching and to have given that to our enquirer. This was a curious case of an author having used the same term in two titles. This example, does, however, show how difficult it is for a small reference library to deal with an enquiry of this kind. Fortunately we had, in the library of the London School of Economics, all the works quoted above; in most small libraries the search would have been over when the American book-trade bibliographies had been examined.

REFERENCES

- K. Larsen's *National bibliographical services: their creation and*

operation (1953) and H. F. Conover's *Current national bibliographies* (1955) have already been cited. A second edition of *Le bibliografie nazionali* by O. Pinto appeared in 1951. Students studying for examinations should not attempt to memorize items in Conover and Pinto; they are works of reference.

The *General Report of the Conference on the Improvement of Bibliographical Services*, Nov., 1950 (Unesco document, UNESCO/CUA/3, 1950) gives an admirably succinct picture of what is desirable bibliographically in each country, though it is not restricted to that question only; those without access to the original document could consult F. C. Francis' account of the conference, *Journal of documentation*, vol. 3 (May 1951), pp. 91-7.

"New developments in cataloging in the *British national bibliography*", by A. J. Wells is a chapter in *Cataloguing principles and practices: an enquiry*, edited by M. Piggott (1954). For additional information about the French national bibliographies the student is referred to the works of Mlle Malclès, either to volume one of *Les sources du travail bibliographique* (1950) or to her *Cours de bibliographie* (1954).

German book-trade bibliographies are described in K. Fleischhack's *Einführung in die buchhandlerische Bibliographie* (3te Aufl., 1955) and *Leitfaden der Bibliographie, mit einer Auswahl-Bibliographie der Bibliographien* (1951). The student who wishes to pursue the comparison between the bibliographies published in the Federal and Democratic Republics is referred to the criticisms published in *Nachrichten für wissenschaftliche Bibliotheken*, vol. 6 (Februar 1953), pp. 34-35; *Zentralblatt für Bibliothekswesen*, vol. 66 (September-Oktober 1952), pp. 366-70; and to *Nachrichten der Vereinigung Schweizerischer Bibliothekare*, vol. 28 (September-Oktober 1952), pp. 160-61.

Our records of thesis literature and of research in progress are the principal subjects dealt with in chapter eight of R. Staveley's *Notes on modern bibliography* (1954). The recording of research in progress has not been discussed in the present book.

There are some instructive illustrations of the use of national bibliographies, and of other works of reference, in solving enquiries for specific works, in chapter five of Margaret Hutchins' *Introduction to reference work* (1944).

CHAPTER 10

BIBLIOGRAPHIES OF OLDER BRITISH BOOKS

Although, in the previous chapter, we were mainly concerned with works which recorded the newly-published books appearing in various countries, mention was made of the fact that some of these records were available for a period of years. We saw, for example, that *The English catalogue of books* records books from 1801 onwards, and that the catalogue of French books commenced by O. Lorenz covers the period from 1840. Works like these are, then, of assistance in tracing older books. Most European and many other countries have, however, additional records of books published in the nineteenth century and earlier.

In some countries, our own included, we will often have a number of overlapping bibliographies to choose from when we are seeking a particular item. In considering where to start our search, we should bear in mind differing fullness of entry and the varying methods of arrangement of the works concerned. If we do not, for example, know the date of publication of a book, it will be a tedious matter to search for an entry for it in a bibliography published annually which has no cumulative indexes. It is almost impossible to find out and remember the relative uses of these bibliographies just by reading about them and students are, therefore, strongly recommended to do as much practical work with them as they can.

The works of this kind that exist for British books are available in many medium-sized and some small general British reference libraries, and it is not unreasonable to expect the student both to know their names and to be able to write critical accounts of them. Those bibliographies which record the earlier books of other countries are not as accessible; because of this and because there are so many of them, the present writer feels it unreasonable to expect students to cram their names (if one has not worked for some time in a large reference library they cannot be learnt in any other way). It is useful in practical work in a school of librarianship to compare British works of this kind with one or two of the more important foreign items; the names of the majority of these publications are, of course, conveniently listed for us in *Winchell*. The present chapter is, therefore, confined to a description of the records of British publications.

Before embarking on the description of the individual works themselves, it is necessary to make some further general remarks.

On many occasions the best place to look for information about an older British book, for the details of the writings of an old author, or for the names of older books on a subject, will *not* be in one of the works about to be described. In many cases we shall obtain what we require from the author catalogues of the British Museum, while on some other occasions it will be more convenient to consult the *Dictionary of national biography*. The works described in this chapter are, for the most part, general in character; that is, they list books by diverse authors on many subjects, these being books published in many parts of Britain. Sometimes we will have available specially prepared bibliographies of authors or subjects, or of the output of presses in different towns, which should be consulted in preference to the works to be enumerated here. For other special kinds of books, such as anonymous and pseudonymous ones, there are also special bibliographies. Nor will it be possible or wise to describe in this chapter *all* the general works in this field, for they themselves are too numerous and some of them are not often consulted now. It is not proposed, for example, to describe the immediate precursors and rivals of *The English catalogue of books*, for they are even less complete than that work itself.

When general bibliographies of older British books are cited in other textbooks for students of librarianship, the bibliographies of books published in the early years of printing are usually described first. In the present chapter this method is reversed and the more extensive and recently published bibliographies are given precedence. If one is making a general bibliographical search through works of this kind, without any date limitation, it is usually better to follow the order adopted in the present book.

These bibliographies fall into three fairly well defined classes. Firstly, there are the general collections of titles of British books made retrospectively either by individuals or collectively by a number of persons. These may attempt to be exhaustive for the years they cover and the entries in them are usually brief. Secondly, there are contemporaneous records made by organizations or persons connected with the book-trade; some of these were printed at the time they were made, while others were edited and printed in later years. These are important for the earlier years of printing. Thirdly, there are works which include fuller bibliographical descriptions of the books they enter. Sometimes they will describe individual copies. These bibliographies may be needed by scholars for their detail and they will also assist librarians, booksellers and book-collectors in estimating the completeness or rarity of a book. Works in this third class are often selective, being restricted perhaps to rare, early or important books. They may be the catalogues of individual libraries.

It is important for students to know which of the works described here are author and title lists only and which of them are arranged in some form of subject order or which have subject indexes, for these matters are obviously of great importance in reference work. Now for the actual books themselves!

A selective work which is nevertheless sufficiently comprehensive to be of considerable use to us is

The Cambridge bibliography of English literature, ed. F. W. Bateson. 1940 4 vols..

This work aimed "to record, as far as possible in chronological order, the authors, titles and editions, with relevant critical matter, of all the writings in book form (whether in English or Latin) that can still be said to possess some literary interest, by natives of what is now the British Empire, up to the year 1900". Critical works published since 1900, but which deal with authors or subjects before that date, have also been included. These volumes are much more than a bibliography of literature in the narrow sense of the word, for writings on such subjects as science, philosophy, history and sport have been included. These latter sections are, however, generally much less full than the purely literary ones. The latter themselves vary a good deal in quality; for some individual authors we are given exhaustive lists of their writings, and the most important criticism of them in book and periodical form is carefully set out, while for others we are given much briefer information. The work is a composite one and some contributors seem to have interpreted their tasks differently from others. The period it covers is divided into five chronological departments and, within each, further sub-divisions are made according to the *kind* of literature being recorded. The entries for individual books are very short, consisting simply of author, title, edition (if important) and date. The index in the fourth volume directs us to the names of the original authors listed, but it does not include the names of the writers of the critical material which is entered in the work. Similarly, subjects are entered only if they have special sections devoted to them. The work is, then, uneven in quality and, furthermore, it is not often easy for a librarian to tell immediately whether a section he is consulting is well done or not. It should, however, be available in all general British reference libraries and exploited by their staffs on the not infrequent occasions when it can be helpful.¹

¹ Students should, if possible, compare its scope and arrangement with that of *A critical bibliography of French literature*, ed. by D. C. Cadee (1947-) and with J. Blanck's *Bibliography of American literature* (1955-).

At this point mention may be made of *Cassell's encyclopædia of literature*, edited by S. H. Steinberg (1953, 2 vols.). This work fits rather awkwardly into a chapter on "Older British books", for its scope is international. However, since literature has perhaps not had the treatment it deserves in this book, it shall be cited here. It is a useful source for bibliographical information concerning works by and about the world's principal authors. These authors are in two alphabets, the second one being for persons "living 1 August 1914 or born after that date".

Our next work is a bio-bibliography which we need to consult only occasionally nowadays:

ALLIBONE (S. A.) A critical dictionary of English literature.
1859-91. 5 vols.

It arranges British and American writers in alphabetical order, enters their works, gives biographical information about many of them, and also frequently quotes critical comment on their writings. Two of the five volumes are a supplement, by J. F. Kirk, to the main work; they extend its coverage to the end of 1888.

Writings in English literature down to 1820, as well as later editions of works first published before that date and some translations of them into foreign languages, are recorded in

LOWNDES (W.) Bibliographer's manual of English literature.
1857-64. 11 vols.

In the main work, some 50,000 works are recorded in author order; fuller descriptions are given of them than are to be found in the British Museum catalogues or in the items described so far in this chapter; moreover, it does include some items which are not in the British Museum. The last volume is a supplementary one which deals with the output of literary, learned and scientific societies, presses and series. A supplement of anonymous and pseudonymous books, and of works with initials instead of full authors' names, by F. Marchmont, was published in 1896. *Schneider* appropriately calls this work "the English Brunet". The record which Lowndes gives of the monetary value of the items he enters has long been obsolete. The work is said by Dr. Esdaile to be uneven and unreliable² if not checked from other sources. Nevertheless it is still of some use, especially in libraries which do not have the British Museum author catalogues. *The book-collector's guide*, by S. De Ricci (1921) is a more recent and more accurate guide to the first editions of authors from Chaucer to Swinburne which are of interest to collectors; between two and three thousand items are entered in it.

² *The sources of English literature* (1928), p. 31.

Lowndes himself was not responsible for the edition of his work recorded above, for he had died in 1843. He derived little benefit from the edition that appeared during his lifetime and his health had been affected by the continuous labour involved in its compilation. Robert Watt's story (he is the author of the next bibliography to be recorded) is also a grim one. He had been a physician of some note in Glasgow, but his bibliography became later his sole interest. By the time he had abandoned his practice, however, his bibliography had already made inroads on his health and he died before it had been published.

WATT (R.) *Bibliotheca Britannica*. 11 parts. 1819-24.

is an author list with a subject index, although anonymous works are only entered in the subject section. Watt's work is much more comprehensive than that of Lowndes and it can often be used to establish the existence of British books which are not either rare, valuable or of importance in literary history. Those which do fall into these categories are also recorded. Very brief details are given about individual works. In the author section some brief biographical notes, with dates, have been included. In the subject index the headings are arranged alphabetically and, under each heading, works are arranged chronologically. Some works published abroad in foreign languages are also included in it, but they are not sufficiently numerous for us to regard Watt as a bibliography which is truly international in scope.

British books published in the period up to and just after the year 1700 have been recorded much more exactly than those published in the rest of the eighteenth century. We may note, however, the scheme sponsored by the Joint Standing Committee on Library Co-operation which is compiling a union catalogue of works published before 1800. It will be kept at the National Central Library. This records the holdings of most of the university libraries, some of the larger public libraries and certain special libraries. The majority of books published in the years 1700-15 are entered in *A bibliography of British history (1700-1715) with special reference to the reign of Queen Anne*, by W. T. and C. S. Morgan (1934-42, 5 vols.).

For the years 1641-1700 we have

WING (D.) Short-title catalogue of books printed in England, Scotland, Ireland, Wales and British America and of English books printed in other countries, 1641-1700. 1945-52. 3 vols.

It is an author catalogue; as a general rule an anonymous work is entered under the first word of its title which is not an article, though some group headings such as "Almanacs", "Church of

England", etc., have been used. Many titles have been abbreviated. The author examined personally about 90 per cent of the works entered. The author himself warns us in his "General introduction" that "in so large a work, based on such varied sources, probably every kind of error will be found represented and those who use this book as anything more than a finding list must be on their guard". Reviews of this work give examples of errors in it.³ The reviewer in the *Times literary supplement*, for example, informs us that Wing has used some old, unreliable and inaccurate catalogues and that he failed to investigate the resources of Christ Church, Oxford, which has much material of this period. Other libraries, too, are announcing the titles of items which they have and which are not in *Wing*.⁴

Wing is, however, an indispensable bibliography for its period and it represents a great effort on the part of its author for which we are all grateful. Each entry is identified by a symbol consisting of the letter of the alphabet under which it is recorded, and a running number. Locations of the items in British and American libraries are given, the author having tried to show the whereabouts of five copies of each item on either side of the Atlantic. P. G. Morrison has compiled a useful *Index of printers, publishers and booksellers in Donald Wing's Short-title catalogue of books printed in England . . . 1641-1700* (1955). One writer has commented that "... some caution is necessary in interpreting the phrases "not in *Wing*" or "no copy in the Bodleian or the British Museum according to *Wing*"; volumes so described are not always of great rarity and may sometimes be of very little significance.⁵

Now that *Wing* is complete we shall need to refer less frequently to two contemporary records of the book-trade which are much less inclusive:

ARBER (E.) *ed.* The term catalogues, 1668-1709, with a number for Easter term 1711. 1903-06. 3 vols.

LONDON. STATIONERS' COMPANY. Transcript of the registers, 1640-1708 by H. Plomer; *ed.* by G. E. B. Eyre. 1913-14. 3 vols.

Arber has edited a classified list of new books which first had the title *Mercurius librarius* and which appeared once in each law term.

³ E.g., *Library quarterly*, vol. 16 (July 1946), pp. 247-50; *ibid.*, vol. 20 (April 1950), pp. 144-45; *Times literary supplement* (November 14 1952), p. 752; *Papers of the Bibliographical Society of America*, vol. 46 (1952), pp. 400-06.

⁴ E.g., Fry (M. I.) and Davies (G.) "Supplements to the short-title catalogue, 1641-1700". *Huntington library quarterly*, vol. 16 (August 1953), pp. 393-436 which reports 98 titles in the Huntington Library and 156 in the William Andrews Clark Memorial Library of the University of California.

⁵ Davis (H. J.) "Bibliographica". *The year's work in English studies*, vol. 33, 1954. p. 280.

It was far from a complete list, but it did include many items not listed in the registers of the Stationers' Company. Each of Arber's volumes includes an index of titles and a second one of authors' and printers' names and subjects. Wing follows many of his entries with reference to their appearance in *The term catalogues* and other bibliographies. Apparently he has even copied from *The term catalogues* some cross references that lead nowhere!

The early part of the period covered by this transcript of the Stationers' Company registers is more fully covered by

BRITISH MUSEUM. Catalogue of the pamphlets, books, newspapers and manuscripts relating to the Civil War, the Commonwealth and Restoration, collected by George Thomason, 1640-1661. 1908. 2 vols.

Thomason was a bookseller in St. Paul's Churchyard; he collected the majority of the items that appeared in the period, and on most of them he added a date. He did not, however, collect folio volumes, all the Quaker tracts of the time, or, in many cases, all the editions of a single work. This collection was given to the British Museum in 1762. In its printed catalogue there are three parts; the first, a chronological list of books, pamphlets and manuscripts; the second, a list of newspapers, also chronologically arranged; and the third, an index. In the latter, a work by a known author has been entered under both author and subject; anonymous works have been entered under their subjects if possible, otherwise they will be found under their titles. All the printed items in this catalogue, with the exception of periodicals, are covered by *Wing*, though the chronological arrangement of the former and its more detailed entries will still be useful to us.

For the period before 1641, we have the predecessor of *Wing*, the transcripts of the entries in the Stationers' Company registers, and the special catalogue of the British Museum holdings:

POLLARD (A. W.) and REDGRAVE (G. R.) A short title catalogue of books printed in England, Scotland and Ireland, and of English books printed abroad (1475-1640). 1926.

LONDON. STATIONERS' COMPANY. Transcript of the registers, 1554-1640, ed. by E. Arber. 1875-94. 5 vols.

BRITISH MUSEUM. Catalogue of books in the library of the British Museum printed in England, Scotland and Ireland, and of books in English printed abroad to the year 1640. 1884. 3 vols.

Pollard and Redgrave is, like *Wing*, an author catalogue and, having followed the cataloguing rules of the British Museum, it includes

group headings for some anonymous items. If an item is also recorded in the Stationers' Company's registers, reference is made to the entry there, and locations of the works themselves are also quoted. For rare items all known locations are given, while those which are less rare are shown as being in a selection of representative British libraries. All the entries are numbered in a running sequence. This work was reprinted by photo-litho-offset in 1946 and again in 1950. Paul G. Morrison has prepared an *Index of printers, publishers and booksellers in A. W. Pollard and G. R. Redgrave, A short-title catalogue . . . 1475-1640* (1950); this work is in "near-print" form. Addenda and corrigenda to this index are being reported in the *News sheet* of the Bibliographical Society of the University of Virginia. Various supplementary lists have been published since *Pollard and Redgrave* appeared, recording some items not in that work. One of the latter is *A checklist of American copies of "short-title-catalogue" books*, ed. by W. W. Bishop, 2nd ed., 1950.

A revised edition of the *Short title catalogue* is being prepared by W. A. Jackson and F. S. Ferguson, with assistance from many other persons. W. A. Jackson has written an account of the progress of the work in which he tells of some of the problems that have arisen during the revision.⁶ He has estimated that the new *Short title catalogue* will be double the size of the present one and that it will take at least another decade before the work is finished. Some changes of arrangement have been adopted, though when transfers have been made, "a tracer is inserted under the original number and that number is not used for a new title, or edition, however convenient it might be".

The subject index at the end of the British Museum's catalogue is a useful feature of that work.

The registers of the Stationers' Company owe their importance to the desire of the Crown to control printing. When the Company was incorporated in 1557, its members were given a monopoly of printing, a privilege which was extended later to the universities of Oxford and Cambridge. Works to be published had to have the licence of the Bishop of London and it is the granting of these licences that the register records. In its earlier years this register records the greater part of the output of our presses, though it never succeeded in being truly exhaustive. Moreover there are other difficulties associated with it. Entry of a title in it does not prove that the work quoted was actually published, and it seems very likely that some titles were not transcribed from the names of the works themselves, but were dictated to the person writing. It not only records newly published books, but also the transfer of

⁶ *The book collector*, vol. 14 (Spring 1955), pp. 16-27.

copyrights. There are gaps in the registers for the years 1570 to 1576. In the registers the works recorded are, of course, in chronological order; they do not have indexes. They have not been printed after 1708, though entries were made at Stationers' Hall up to 1912; on rare occasions a person doing research might need to consult these originals, but they are such an incomplete record that they can be ignored for our present purposes.

All the works that have been quoted so far as recording books published before 1700, with the exception of *Lowndes* and its smaller successor, *The book collector's guide* of De Ricci, have been extensive or exhaustive lists, which are able to give us only the briefest details about the works they enter. As was indicated at the beginning of this chapter, if we require fuller bibliographical descriptions, we shall often find them in bibliographies which are more restricted in scope, such as the catalogues of the collections of early-printed books in individual libraries, in the lists of the outputs of presses in different areas, in the lists of early printed books on individual subjects, or in detailed author bibliographies, to quote only a few of such sources. Very many works are recorded in

HAZLITT (W. C.) *Handbook to the popular, poetical, and dramatic literature of Great Britain, from the invention of printing to the Restoration.* 1867. [Continued by] *Bibliographical collections and notes on early English literature, 1474-1700.* 1876-1903. 6 vols.

though Dr. Esdaile has also cautioned us that this is inaccurate. The greater part of the work is made more accessible by the *General index . . .* of G. J. Gray (1893). Hazlitt gives us a collation by quires, but not very full descriptions of the books he records; we must seek these in other works, and the citation of examples of bibliographies in this chapter may appropriately be concluded with the mention of two of the finest of them as examples:

UNGER (E. V.) and JACKSON (W. A.) *Carl H. Pforzheimer library: English literature, 1475-1700.* 1940. 3 vols.

The Rothschild Library: a catalogue of the collection of eighteenth-century printed books and manuscripts formed by Lord Rothschild. 1954. 2 vols.

The Pforzheimer library catalogue records some 1,100 printed items of its period, giving for each (1) a transcription of the title-page, (2) a note on the edition, (3) a collation, (4) a note on the contents, (5) a description of the binding and size, (6) an annotation; sometimes this will extend to several pages, giving information about the history of the book's production and perhaps noting the number of copies of it known to exist, and (7) a record of its entry in bibliographies

and other library catalogues. Unfortunately only 25 of the 150 copies printed were allotted to Great Britain. One of the difficulties of this kind of work from the reference librarian's point of view is that we can never really tell whether a work published between 1475 and 1700 is in the Pforzheimer catalogue until we check it ; if it is not, we may then have to search several other works of this kind for a full bibliographical description, and even then we shall sometimes be unlucky.

The same comment may be made about the Rothschild library catalogue as far as the eighteenth century is concerned. This collection was assembled over the relatively short period of twelve years and some authors of the period are not well represented. J. Swift, on the other hand, is very well represented. In this work 2,739 pieces are recorded ; collations are given for all books listed as first editions. The main alphabet is in author order, with additional sections for presses and bindings. In the author part of the catalogue collective headings, such as "Anonymous prose", "Anonymous verse" and "Periodicals", have been used. The catalogue was mainly the work of Miss N. M. Shawyer.

One example of the difficulty experienced in tracing an item published as recently as the latter half of the nineteenth century may be helpful. If we are given that period as the time when the book appeared and the author and title of the work, *Two lectures on insurance and insurance law*, by A. Kirkwood, we should first consult the *Catalogue of printed books* of the British Museum and then the *English catalogue of books*. The work is not recorded in either of these bibliographies, nor is it in *Allibone*. It is not in *The Cambridge bibliography of English literature* (it would only have appeared there had it been reckoned a very important early book on its subject or if its author had been famous for other literary productions). It is not recorded in the author catalogues of either the London Library or Edinburgh University Library. At this stage we should consider consulting bibliographies of insurance and legal bibliographies. In fact the work was easily traced through the library catalogue of the Institute of Actuaries (if one's own library catalogue does not record this work, it can be found listed in *Besterman*) ; here we are told that it was published in Glasgow in 1874. Incidentally, too, we had then traced the whereabouts of a copy !

Had this source proved fruitless, we could reasonably have tried such works as *Sweet and Maxwell's legal bibliography* and the printed catalogues of such law libraries as Gray's Inn and the Middle Temple. Another approach would have been the biographical one. A. Kirkwood is not in the *Dictionary of national biography*, but there is an account of him in vol. 2 of *Modern English*

biography, by F. Boase (1897), and we are referred to the *Law times*, vol. 86 (Mar. 1889), pp. 379-80 for an obituary. Neither of these two sources mention the work we are seeking. We do learn, however, of his connection with Glasgow. We might then consult printed catalogues of Scottish libraries, especially those of Scottish law or insurance libraries.

REFERENCES

This chapter has necessarily been largely an account of works which have many times been described elsewhere. The student may profitably read some of these earlier accounts, such as the section on "English literature" in chapter 9 of *A student's manual of bibliography* by A. Esdaile, revised by R. Stokes (3rd ed., 1954). Dr. Esdaile's fuller account in *The sources of English literature* (1928) should also be studied; not, however, for the purpose of learning the names of additional works of reference, but for learning more about the different *kinds* of them and studying how they can be used together.

D. Wing has described "The making of the *Short-title catalogue, 1641-1700* in the *Papers of the Bibliographical Society of America*, vol. 45 (1951), pp. 59-69.

For reference purposes, in addition to using such works as *Winchell*, Dr. Esdaile's *Sources . . .* and *The Cambridge bibliography of English literature, A register of the bibliographies of the English language and literature* (1925) by C. S. Northup may be consulted; a revised edition of it is in preparation. Also of value for reference are G. Pollard's "General lists of books printed in England", *Bulletin of the Institute of Historical Research*, vol. 36 (Feb. 1945), pp. 164-74, and A. Growoll's *Three centuries of English booktrade bibliography* (1903).

DIRECTORIES OF SOCIETIES, INSTITUTIONS, ETC.,
AND BIBLIOGRAPHIES OF THEIR PUBLICATIONS

In this chapter many different kinds of reference books will be considered. Directories of societies and institutions (including directories of libraries) might properly have been dealt with in chapter 5, which deals with directories, but they are a sufficiently important group of reference books for them to have separate treatment. Some of them also include details of the publications of the organizations concerned. Lists of international organizations and bibliographies of their publications will also be briefly considered, though with one exception. Bibliographies of the publications of intergovernmental organizations are dealt with in the next chapter.

Publications of corporate bodies (the convenient name which comprehends this diversity of organizations) are usually a very important part of the stock of most learned¹ libraries, including the majority of special libraries. Like government publications, many of these works do not have individual authors and they can be elusive in library catalogues and bibliographies. Many of them escape entry in some of the lists of newly published books described in chapter 8. They are entered variously in the manuscript and printed catalogues of libraries, and it is often necessary to find out the rules by which any particular catalogue has been compiled before one can really be sure that some publication of this kind is not in it. Special bibliographies of them are, therefore, very useful, as are the directories of the organizations themselves, for it is not always easy even to verify the name and home of one of them.

Some societies exist solely for the purposes of editing and publishing. Their productions are usually limited to some particular field of study and many of them are concerned with the publishing of historical material. Some of them set themselves limited tasks and, when these are completed, the organization concerned is dissolved. Thus the Wren Society has finished publishing a series of volumes which reproduce all the drawings and plans of Sir Christopher Wren that we have, and the Bach Gesellschaft has printed all the compositions of J. S. Bach. Others, such as the Ray Society (concerned with natural history) and the

¹ This term includes the larger public reference libraries.

Early English Text Society, have not announced a limited programme.

Apart from these publishing societies, other learned societies and professional organizations publish much that is of importance in most fields of knowledge. They may sponsor treatises, monographs, symposia, reports of conferences and special committees, reprints of historical material and bibliographies, as well as such serials as learned periodicals, abstracts or indexes, lists of additions to their libraries, examination papers, lists of their members and annual reports. Many other corporate bodies, such as trade associations and trade unions, may have publishing as a subsidiary activity, and they may issue some of the kinds of works enumerated above. These bodies may be contrasted with another group of societies, which have publishing as their chief purpose. Many local archaeological societies fall into this latter group.

In the consideration of the various types of reference books which is now to follow, those which are international in scope will be considered first, and these will be followed by the principal ones of interest to us which have national limitations. This means that some works which are similar in kind have been separated from each other. The

Yearbook of international organizations. 1948-

does not appear every year. Recently there have been issues for 1951-52 and 1954-55. In the main part of the work the organizations are classified into broad subject groups and descriptions of their aims and activities are given. The work is prepared and published by the Union of International Associations with the assistance of the United Nations. Though some other reference books include small sections about international organizations, there is no other book which contains more than a fraction of the information in the *Yearbook of international organizations*. There are, however, a number of directories of international organizations limited by region of the world or by subject. Unesco's *Directory of international scientific organizations* (2nd ed., 1953) may be cited as an example. Both this publication and the *Yearbook of international organizations* cite representative publications issued by the organizations they list.

Tracing the publications of the proceedings of international conferences can be very difficult indeed. Conferences of this kind dealing with one field of knowledge, such as applied chemistry or history, are often held regularly. They may, however, meet in different countries, and the proceedings of each are often published in the country concerned, by the national section of the international body. Moreover, in addition to the official proceedings, other publications may also appear, such as the reports of national delega-

tions. In the official proceedings themselves, papers in several different languages may appear side by side. Fortunately we have

GREGORY (W.) *ed.* International congresses and conferences, 1840-1937: a union list of their publications available in libraries of the United States and Canada. 1938.

which is a very useful guide, not only to their official reports but to many unofficial ones as well. The record of the holdings of libraries is of little use to us in Britain, but the names of the publications listed are very valuable. The arrangement is alphabetical by name of the international meeting concerned; diplomatic conferences and those held under the auspices of the League of Nations are omitted. The work also has a subject index.

Special lists of international (and sometimes national) congresses dealing with special subjects are prepared from time to time. The holdings of British libraries of the proceedings of international scientific congresses are, for example, recorded at the back of the *World list of scientific periodicals published in the years 1900-50* (3rd ed., 1952; see chapter 7) and there is an extensive list of those dealing with medicine and allied subjects at the beginning of the "C" volume of the 4th series of the *Index-catalogue of the library of the Surgeon-General's Office, United States Army* (1938). These are quoted as examples only, for there are other special sources of this kind.

Some reference questions may involve the names and places of international meetings, but may not be concerned with publications. Works which merely list conferences without reference to their publications will assist here. In addition they will sometimes provide us with our first clues in tracing publications, for we cannot begin to look for these satisfactorily unless we have the correct name and date of the meeting concerned. Among the lists of forthcoming conferences we may cite the quarterly *List of international conferences and meetings* published by the United States Department of State, though this is not widely held in British libraries. More of the latter will have the *Department of State bulletin* which includes a short calendar of this kind once a month. For scientific conferences we have British and American lists. Our Department of Scientific and Industrial Research issues *Forthcoming international scientific and technical conferences* every six months, while the *List of international and foreign scientific and technical meetings* of the United States National Science Foundation is a quarterly.

Many national and international conferences are announced in *Nature*. It is in periodicals, too, that we will usually first find reports of the business transacted and papers read at these conferences,

though in some cases preprints of the contributions may have been officially distributed before the conference met. We often have to wait some months or even years for the full proceedings to appear.

The most useful general directories of societies and institutions in British libraries are the following:

The world of learning. 1947- .

The yearbook of the universities of the Commonwealth.
1914- .

Index generalis. 1919- .

Minerva : Jahrbuch der gelehrten Welt. 1891- .

The world of learning now appears every two years. It gives us, for each country, the names of societies, libraries, museums, universities and other institutions of higher education. In many cases the professors of the universities are listed in full. There is an alphabetical index of institutions but, unfortunately, no index of personal names. However, the 1954 edition extends to over 1,000 pages. *The Yearbook of the universities of the Commonwealth* is naturally able to give fuller information since its scope is more limited ; it does have a very useful index of names.

At the time of writing there have been two editions of the *Index generalis* since the 1939-45 war, those for 1952-53 (1953) and 1954-55 (1955). This volume contains separate lists of universities, institutions, observatories, libraries, scientific institutes, and academies and learned societies. It has an index of names and an index of places. *Minerva* has not re-established regular publication since the 1939-45 war ; in fact all that we have since then is a volume published in 1952 for the universities and technical high schools in Europe. The institutions listed in this book are recorded under the name of the town in which they are situated. *Minerva* also has an index of names.

Universities of the world outside U.S.A., edited by M. M. Chambers (1950) is published by the American Council on Education. It is, to some extent, complementary to *The world of learning* and the *Yearbook of the universities of the Commonwealth*, for it excludes lists of faculty members. It gives us details about the administration and courses of study, as well as introductory texts on the educational systems of various countries, and bibliographies. This work, too, is not free from errors and the part on the United Kingdom could be greatly improved. However, it is useful for information about universities in countries foreign to the United Kingdom and the United States. It is a companion volume to *American universities and colleges* (quadrennially since 1928, latest edition 1952).

These works do not attempt to record the publications of the bodies they list—the task of making such a world-wide bibliography

would be very great indeed. Many of the publications of this kind which appeared in the nineteenth century and earlier are to be found under the "Academies" heading in the *Catalogue of printed books* of the British Museum, a heading which, as has been noted in chapter 6, has been dispersed in the new edition of the catalogue of that library. Under this heading the arrangement is by town, but it has an index of the bodies listed.

The world of learning records many kinds of organizations (libraries, societies, universities, etc.); there are also many directories, and some fuller guides, to these separate classes of "corporate bodies". Unesco has published a number of these. We have, for example, the *Guide des centres nationaux d'information bibliographique* (1953) and the *International repertory of social science documentation centres* (1952). These are, perhaps, among the less successful of Unesco's efforts. The information they contain is certainly useful, but both works are by no means exhaustive. In the first named work a maximum of four centres in any one country was set; both works relied to some extent on questionnaires, some of which were not returned. For the most part, however, directories of the separate classes of corporate bodies are concerned with one country only; the best known records of this kind for the United Kingdom, the United States, France and Germany will be recorded later in this chapter.

Scientific and learned societies of Great Britain: a handbook compiled from official sources. 57th ed. 1951.

is a continuation of the *Yearbook of scientific and learned societies* (1884-1940). The 1951 edition was prepared by the British Council. The societies are classified under broad subject headings and reasonably detailed information about them is given. There is also an alphabetical index. A new edition is promised late in 1955 or in 1956; this work is not now an annual publication. Lists of British societies are also included in the "Trades directory" section of the *Post Office London directory* and the appropriate section of *Whitaker's almanack*. There are also directories of the British societies concerned with specific subjects, such as the *Commonwealth handbook* (1949) of the Royal Empire Society, and sections listing societies in many specialized annuals. We have no general retrospective bibliography of the publications of British societies and few special ones, though the Institute of Historical Research intends to publish a *Guide to the historical publications of the societies of England and Wales* for the years 1911-33; for the period since 1933, the annual *Writings on British history* may be consulted. The Institute also included such information in its *Bulletin* during the years 1929-46.

There are several guides to British libraries, museums and art

galleries now, some of them being restricted to those in special areas or to those dealing with special subjects. The discussion here will be confined to the more recent ones and to those dealing with London.

Libraries, museums and art galleries yearbook. 1897-

HARROD (L. M.) The libraries of Greater London. 1951.

IRWIN (R.) *ed.* The libraries of London. 1949.

U.K. TREASURY. A guide to government libraries. 1952.

MUSEUMS ASSOCIATION. Museums calendar. 1955.

Although our readers may not demand these works often by name, they are important to us as directories of collections and sources other than our own. The *Libraries, museums and art galleries yearbook* was formerly an annual; since the 1939-45 war, however, editions have been published only in 1948 and 1955 (with 1954-55 on the spine of the book, but not on the title-page). In addition to giving us reasonably full information about our public libraries, it deals also with other British libraries and has a separate section about foreign libraries. In this section some countries receive fuller treatment than others. Sometimes we are only given a few of the principal addresses and no further information. The last edition was edited by L. R. McColvin.

The book edited by R. Irwin does not describe all the libraries of London; moreover some libraries included have been given fuller treatment than others. The book consists of a series of lectures delivered during a vacation course in London in 1948: it is not a reference book in the strict sense of the term. L. M. Harrod's work is a more formal guide which gives the libraries in alphabetical order with brief but often useful information about each. Criticism of this book has been directed chiefly at its index of subjects, which often fails to direct the enquirer to the best source. The list of libraries itself is not exhaustive.

A guide to government libraries is not restricted to those in London. Reasonably full information about each is given in the main part of the work; this is arranged alphabetically by the names of the libraries. An index to the principal government publications held by government libraries and a table showing which libraries specialize in which subjects are appended. Mention may also be made of the *Guide to government department and institutional libraries*, by A. J. Walford (7th ed. 1954). This little work is mimeographed and has a restricted circulation. It is revised annually. Most of the general and special libraries it records are in London; it includes the names of persons to contact for information in the libraries listed.

For many years the standard guide to British "documentation centres" was the *Aslib directory: a guide to sources of specialized information in Great Britain and Ireland*, edited by G. F. Barwick (1928). It is arranged alphabetically by subjects, with indexes of towns and persons. Under each subject heading it gives references to appropriate libraries, museums, societies, institutions, information bureaux, etc., as well as noting relevant periodicals. Its record of the holdings of libraries is uneven and sometimes it will tell only of small special collections on a subject, when it is obvious that much larger resources on that subject are available in a larger, more general, library. The defects of the work are due to it having been compiled from the answers to questionnaires and letters, though despite its imperfections and age, it is still a useful work of reference. It will shortly be superseded by the *Aslib directory to sources of specialized information in Great Britain and Ireland*. This new book had not appeared at the time this was written; it is, however, expected to appear during 1956.

Since the 1939-45 war other useful accounts of special subject fields have also appeared. They include "A list of medical libraries and information bureaux in the British Isles", by W. R. Le Fanu, *Journal of documentation*, vol. 2 (December 1946), pp. 119-46, and the account of Italian collections in England appended to *A select bibliography of Italy*, by W. O. Hassall; a slightly different version of the latter had also previously appeared in the *Journal of documentation*.

Recently what had been a small gap in our reference sources was filled by *Trusts & foundations: a select guide to . . . bodies operating in Great Britain and the Commonwealth*, compiled by G. W. Keeling and edited by T. Landau (1953). This gives information about nearly 1,000 such bodies. The activities of foundations are now more extensive across the Atlantic and we may appropriately begin a consideration of American sources by mentioning *American foundations and their fields* (7th ed., 1955) issued by the American Foundations News Service.

The United States government has prepared a comprehensive but not exhaustive list of American societies and other associations, *National associations of the United States*, by J. Judkins (1949). This gives somewhat fuller information for trade organizations than it does for those of other types, it being a publication of the Department of Commerce. A revision of this work is badly needed. There are also several guides to societies concerned with specific subject fields, one of the most useful being *Scientific and technical societies of the United States and Canada*, issued jointly by the National Academy of Sciences and the National Research Council (6th ed., 1955).

There are many guides to American libraries ; here we can only examine one or two recent examples :

American library directory. 1908-

SPECIAL LIBRARIES ASSOCIATION. Directory of special libraries, compiled by I. L. Towner. 1953.

DOWNS (R. B.). American library resources : a bibliographical guide. 1951.

The latest edition of the *American library directory* is the 20th, 1954. It lists libraries in the United States and Canada geographically by state and city with brief information about each. School libraries are not included ; they are now listed in a separate publication. There is an index of special collections. The publication of the Special Libraries Association gives libraries in one alphabetical order with a subject index. Some libraries in countries other than the United States have been included, though we are not told how they were chosen. It may be that membership of the Special Libraries Association has led to their inclusion. Even as a guide to American special libraries the book is mediocre and we may sometimes have recourse to the older *Special library resources*, edited by R. Vormelker and others (4 vols., 1941-47) or, for the two principal cities, to their special guides. These are, *Library and reference facilities in the area of the District of Columbia* prepared by the Library of Congress (5th ed., 1955) and the *Special libraries directory of Greater New York*, compiled by the New York Chapter of the Special Libraries Association (6th ed., 1953). These are both workmanlike tools with such useful information as the telephone numbers and the names of the librarians. Both have subject indexes.

The work by Downs is a bibliographical record of what other persons have written about American library resources. In addition to recording accounts of collections, it also lists catalogues and union catalogues of the holdings of libraries. It is arranged by the Dewey classification, with indexes of authors and subjects.

Unesco and the Bibliothèque Nationale have co-operated in the production of the

Répertoire des bibliothèques de France. 1950-51. 3 vols.

The first of these is devoted to Parisian libraries and the second to libraries in the provinces. The third volume is devoted to "centres et services de documentation". This division conforms to the idea widely held in France that a documentation centre can be distinguished from a special library. Some special libraries in Paris have been included in volume one and their services have been cited again in volume three. The stress in volume three is on the analysis of the publications held, so that many small specialized collections

are listed in that volume only. In all three volumes full details are given about the collections recorded and one can find which libraries specialize in which subjects easily. The present writer can testify to their usefulness, he having had the pleasure of wearing one copy out through intensive use in the short period of three months !

Bibliothèques de France : description de leurs fonds et historique de leur formation, by C. Serrurier (1946) gives a short account of the growth of each library, includes a description of its collections, often mentioning important individual items, and, for many libraries, bibliographical notes are added, recording other accounts of the libraries concerned and any printed catalogues they may have.

There does not appear to be a recent directory of French societies ; *The world of learning* is one of the books we use for information about them. There is also the "Mémento" section of the loose-leaf *Encyclopédie de l'administration française*, a monthly publication.

A *Bibliographie des travaux scientifiques publiés par les sociétés savantes de la France*, by J. Deniker and R. Descharmes (1895-1922) is unfinished (A-Sarthe has appeared), but a parallel work begun by Comte Lasteyrie du Saillant for the historical and archæological publications of French societies covers the years 1888-1910 and another continuation covering 1910-40, by R. Gandilhon, is in progress. In this work, the arrangement is first by *département* and then by town ; the contents of the individual volumes published by the societies concerned are enumerated in full. Volume three, carrying the alphabet to "Haute Savoie" (under "S") has been completed.

For Germany we have

STIFTERVERBAND FÜR DIE DEUTSCHE WISSENSCHAFT. Vademecum deutscher Forschungsstätten.
1954-

a detailed list of the research organizations in all subjects of knowledge in the Federal Republic and in West Berlin. The entries are in a classified order, with detailed indexes. Industrial research laboratories have not been included. Mention may also be made of the annual *Die Bundesrepublik : Taschenbuch für Verwaltungsbeamte* ; 1954-55 (1954) is the latest edition available at the time of writing. This gives information about the federal and *Länder* governments and also many societies and universities. There is a general index of personal names. There is no separate section for libraries ; for these we have two directories:

Adressenverzeichnis deutscher Bibliotheken. 1950.

Jahrbuch der deutschen Bibliotheken. 1902-

The former was prepared by the Oeffentliche Wissenschaftliche

Bibliothek in Berlin. The cities and towns in which the libraries are situated are arranged alphabetically. The preface points out that the work is stronger for the German Democratic Republic (in eastern Germany) than it is for the Federal Republic of Germany (in the west). The second publication listed above resumed publication in 1950, after a pause of seven years, and since then editions have appeared in 1952 and 1955.

It will be seen that, for most subjects, the countries that have been dealt with have no bibliographies which are cataloguing separately and fully the present output of their learned societies and institutions. In some countries there are studies of the historical growth of their societies, but these usually deal only incidentally with their publications.

It was mentioned earlier in this chapter that many British societies are listed in the *Post Office London directory*; it is worth remembering that many other directories, both British and foreign, will be helpful in providing, not only the addresses and sometimes other details about societies, but brief information about libraries, research institutions, etc.

REFERENCES

John Cohen and others have provided a good general introduction to the "Natural history of learned and scientific societies", *Nature*, vol. 173 (20 February 1954), pp. 328-33.

The essays in the 11th edition of the *Encyclopædia Britannica* on "Academies" and "Societies, Learned" are worth examining, but the latter consists largely of a long catalogue of their publications. In the 14th and later editions the information given in the 11th about "Academies" has been reduced, but additional material about American ones has been added. The heading "Societies, Learned" has been replaced by different accounts of such topics as "Astronomical societies" and "Societies of art", etc. The 1955 *Chambers's encyclopædia* also has articles on "Academies" and "Learned societies" which help to distinguish between the various kinds of bodies dealt with in this chapter. There is also a section on academies in vol. 1 of F. Milkau's *Handbuch der Bibliothekswissenschaft*, by A. von Harnack (pp. 850-76). A second edition of Milkau is in process of publication. G. Schneider devotes part of chapter twelve of his *Handbuch der Bibliographie* (1930) to bibliographies of the publications of societies.

It is most important that students should examine themselves, not only the bibliographies quoted in this chapter, but also examples of the kinds of work they record. Students should not, for example, attempt to write about the proceedings of international conferences without ever having seen or used any of them.

It may be objected that a work like *American library resources : a bibliographical guide*, by R. B. Downs, is of little practical use in this country. Students should, however, be able not only to cite the principal books which they would use for a particular purpose, but to discuss the *kinds* of guides to libraries and sources of information that we have and need. For this purpose it is very instructive to see how the problem has been tackled in different countries.

GOVERNMENT PUBLICATIONS

Because government publications have been given a chapter of their own it should not be thought that they are necessarily different from other books. There are three principal reasons for dealing with them separately. We may have to use different bibliographical works for tracing references to them ; few of them have individual authors and there are many complications in finding the correct heading for those entered in library catalogues and bibliographies under their corporate authors and, thirdly, we may have to acquire them from special sources and not through ordinary booksellers. It should not be thought that they deal with a restricted group of subjects only, such as those concerned with the business of government ; in subject coverage they range over a field almost as wide as that of books published by " ordinary " publishers. In our reference work, we may frequently find that the best book for our purposes on some medical subject, on building, archæology or education (to take some random examples) will be a government publication. When readers ask specifically for a particular government publication, but give us inadequate details about it (as not infrequently happens), we are likely to have difficulty in finding it. Changes in governmental structure, such as amalgamations, transfers of sub-departments and the creation of new departments and offices, may add to our difficulties in identifying the " authorship " of certain items.

In the largest general libraries the acquisition and conservation of this kind of material is usually the special concern of a department or an individual, to whom difficult enquiries tend to gravitate.

Definitions of government publications are usually made wide enough to include both items printed by a government and those printed elsewhere at its expense or with its authority. They may be sponsored by national, provincial or local governmental bodies. Publications of intergovernmental organizations, such as the United Nations, are also appropriately considered here, and short sections on them will now precede a discussion of the publications of national governments.

If one chooses relative accessibility to distinguish between the works issued by the United Nations, they fall into three classes : restricted documents (which are not publications in the strict

sense of the word), unrestricted documents not on general sale, and publications on general sale. The first class will not worry any librarians except those of the United Nations itself and certain governmental librarians. Most of the items in the second class are mimeographed; they will be found in libraries designated by the United Nations as depositories. In the United Kingdom these libraries are the British Museum, the British Library of Political and Economic Science, the House of Commons, the Royal Institute of International Affairs, the Bodleian, Cambridge University Library, the National Library of Scotland, the National Library of Wales, and the public libraries of Birmingham, Glasgow and Manchester.¹ The third class will be the items with which most libraries will deal and the vast majority of them will be printed. In Britain many works in this latter class can be purchased from Her Majesty's Stationery Office.

There are thirteen specialized agencies related to the United Nations; these bodies are also responsible for many important publications. Some of them also produce many mimeographed documents. Among these bodies are the Food and Agriculture Organization, the International Labour Organization, Unesco and the World Health Organization. Those documents and publications² of the United Nations and its specialized agencies received in the United Nations Library at New York are recorded each month in

United Nations documents index. January 1950-

Each issue has a subject index; these cumulate annually. Some of the specialized agencies also have separate bibliographies of their own documents and publications. The United Nations records the items it has placed on sale in an annual catalogue entitled *United Nations publications*. Of these there is a useful cumulation for the years 1945-54, with the title *Ten years of United Nations publications, 1945 to 1955: a complete catalogue* (1955). It should be noted that this work does not include 1955 publications. For the documents of the United Nations not placed on sale and issued before 1950, use must be made of a series of *Check lists*; these have not all been completed and published at the time of writing. Some 41,000 documents and publications in English had been issued by the United Nations before 1950.

There are numerous other inter-governmental organizations outside the United Nations group; many of them publish items of importance regularly. Tracing their publications is often a very difficult and sometimes a hopeless task. A highly selective

¹ Sets are also to be found in a few other British libraries, including that of the United Nations Information Centre in London.

² "Restricted (confidential) materials and internal papers" are not listed.

bibliography is included in the quarterly *International organization*.

The *Yearbook of international organizations*, which was cited in chapter 11, will sometimes give us a clue or, if the publication we are seeking is recent, the monthly periodical *Associations*, issued by the same organization as the *Yearbook* . . . may be of help. What remains of the scanty bibliographical apparatus will not be described here.³

Like the United Nations, the League of Nations did not make generally available or record in its bibliographies all its documents. This should be born in mind when consulting the guides and bibliographies of League publications. The most useful general guide to them is

AUFRICHT (H.) Guide to League of Nations publications : a bibliographical survey of the work of the League, 1920-47. 1951.

Books like this one should be kept by many of the smaller library systems that do not possess many of the documents concerned, for, among other uses, they are of considerable assistance in transcribing correctly requests for books which it is desired to obtain on loan from other libraries. Aufrecht has included references to the more important League of Nations documents which were not placed on sale as well as references to items which were sold. The actual texts of a few League documents are reproduced at the end of the book. A more complete list of League items placed on general sale has been published : *Publications issued* (1935), which, with its six supplements, brings the record down to 1946. There is also a separate work by M. J. Carroll for the period 1920-36, in five volumes.

Returning now to the subject of the publications of national governments, there are several bibliographies of their bibliographies which are international in scope. *Government document bibliography in the United States and elsewhere*, by J. B. Childs (3rd ed., 1942) was carefully compiled, but it is now somewhat out-of-date. A fourth edition of this work is in preparation. In the meantime we can use H. F. Conover's *Current national bibliographies* (1955). There is some more recent information in volume two of the *Index bibliographicus* edited by T. Besterman (1952) and in annex one of Unesco's *Handbook on the international exchange of publications* (1950), but the task has not really been well done in these later publications. Unesco has, however, organized a study of the current national bibliographies of official publications from all countries which

³ Those interested can obtain some idea of the problem from the present writer's paper on "The documents and publications of international organizations", *Review of documentation*, vol. 17, (1950), pp. 3-17. First issued as Unesco document SS/AB/1.

includes an inventory of them. This has not been published at the time of writing. There is no comprehensive international bibliography of these publications themselves, though a small selection of those issued in different countries will be found at the ends of the various sections of the *Statesman's yearbook*. There is one valuable bibliography of the *periodicals* published by governments foreign to the United States.

GREGORY (W.) *ed.* List of serial publications of foreign governments, 1815-1931. 1932.

arranged by countries, each being subdivided by department. This work is a union catalogue of the holdings of American libraries, but this part of its contents is of little use to British libraries.

Descriptive bibliographical guides to the government publications of individual countries are valuable in large reference libraries but, unfortunately, there are few of these. Such a guide might tell us briefly about the inception and growth of government printing and publishing in the country concerned, and should also inform us of the general character of the publications of individual departments and of all the bibliographies of them that are likely to be of use. Sometimes also the principal serials, series and other works of reference are recorded. There are, fortunately, a number of such guides to the government publications of the United States, including L. J. Schmeckebier's *Government publications and their use* (2nd ed., 1939) and D. C. Tomkins's *Materials for the study of the federal government* (1948). The most recent work of this kind and the one that is the most general in character is

BOYD (A. M.) United States government publications. 3rd ed., revised by R. E. Rips. 1949.

Some guides to British government publications are cited in the references at the end of the present chapter; the accounts of British statistical publications cited at the end of chapter 4 may also be consulted.

Complete retrospective bibliographies which themselves list the output of a country over a period of years are also desirable, and such works exist for Norway and Italy. In Britain, alas, we only have them for parliamentary papers.

If we divide current British government publications into groups according to their relative accessibility, we shall find that we have three classes: printed items which are listed in official bibliographies; those which are available, but which are not recorded in the official bibliographies; and those whose circulation is restricted; the latter, needless to say, are also omitted from official bibliographies. Libraries will, of course, be almost wholly concerned with those in the first class, and before devoting some time to a dis-

cussion of them, I propose to dispose of the second and third categories.

The second class ought not to exist as such; they should be entered in the official bibliographies. However, government departments do occasionally issue items which are not placed on general sale but which are usually obtainable if enquiry is made. The third class includes a number of important works which are likely to be found only in a limited number of libraries, in some cases only in those of government departments. Many of the publications of the service departments and of H.M. Customs and Excise, are not available to most libraries. This also applies to some special reports and memoranda which are either confidential or of very limited interest. Another important set of books are the geographical handbooks prepared for the Naval Intelligence Division of the Admiralty during the 1939-45 war; in some cases these volumes are probably the best that have been written on the countries concerned; they are not, however, available to the general public and it is unlikely that they will be released, because they include a certain amount of material which is already copyright, and the task of disentangling this from the original material would be a difficult one. Among the items which are in fact available to interested persons, although they are not listed in the official bibliographies, are the bibliographies issued by the libraries of a number of government departments, administrative and explanatory circulars, and some publicity material. The Board of Trade now includes a list of its publications not in the H.M.S.O. catalogue in each issue of *New publications in the Board of Trade Library*. There are probably many other government documents which are circulated only among the government personnel concerned; these will most likely pass into the archives of the department in question and there will be no possibility of outside libraries obtaining them. The amount of material denied to the general public is, however, much smaller than that which was inaccessible earlier in our history. Nearly everything required by medium-sized and smaller general libraries is now entered in the official bibliographies, and such institutions do not have to worry unduly about what has been omitted. These defects are, however, often very annoying to large and specialized libraries and to persons doing research.

The majority of British government publications are printed and published by Her Majesty's Stationery Office (often referred to as H.M.S.O., a custom which will be followed in the rest of this chapter).

British government publications on general sale are divided into two classes, "parliamentary publications" and "non-

parliamentary publications". Parliamentary papers are those which have been officially received by one of the Houses of Parliament; nowadays those of the House of Commons are by far the most important. The first of the Commons papers was the "Grand remonstrance" of 1641; its publication was preceded by a heated debate as to whether the Commons could print an item on its own. House of Lords papers are small in number these days; before 1900 there were over one hundred a year, but many of these were also included in the Commons series. From 1900 to 1920 the House of Lords index included references to command papers, although these items were actually included only in the Commons series.

Parliamentary papers have been issued in numbered series since 1801, though there are few libraries in Great Britain which have all of them and fewer which have considerable holdings of the items issued before 1801. At that time some were printed in the *Journals* of the Houses and some published separately. Early parliamentary papers are not uncommonly required by persons doing research.

Parliamentary papers are not distinguished from non-parliamentary ones by subject content; indeed some serial items have been transferred from the one group to the other at various times; this changing was especially common during the years 1915-22. Thus when it is noted that parliamentary papers increased considerably up to 1914, and that since that year there have not been so many, we should consult the relative output of non-parliamentary papers before coming to conclusions about trends in the amount and value of government publications.

Parliamentary papers can be arranged in two "official" ways (though in most libraries they are better closely classified): first, according to the way they are set out in the monthly lists published by H.M.S.O., and secondly, according to the arrangement specified by the annual title-pages and indexes to them⁴; this latter method is often adopted by libraries which take them all. The first arrangement distinguishes between House of Lords papers and bills, House of Commons papers, House of Commons bills, and command papers. All these classes, except command papers, are numbered consecutively each session. Command papers have been numbered in four series from 1833 onwards, though the numbers were not placed on the documents themselves until 1870. Nos. 1-4222 were issued in 1833-1869; nos. C.1-C.9550 in 1870-1899; nos. Cd.1-Cd.9239 in 1900-1918; while the present series started with Cmd.1 in 1919. Command papers consist of docu-

⁴ They are first published unbound; after the end of each session, title pages and indexes are provided for them.

ments relating to matters likely to be the subject of early legislation or are items which are otherwise necessary for all members. In theory they are presented by command of the Crown, without a formal order by either House ; in fact they are presented by public departments, and the decision as to whether a publication is to be a command paper or a non-parliamentary one is taken by the department concerned, subject to Treasury regulations.

The arrangement used when parliamentary papers are collected into sets to agree with the official indexes, is, for the House of Commons, as follows : (i) public bills, (ii) reports of committees, (iii) reports of commissioners (including those of royal commissions), and (iv) accounts and papers, the last being the most numerous.

The annual reports of subordinate government departments, the reports of smaller departmental committees, those of working parties and the minutes of evidence before royal commissions are usually non-parliamentary papers. This latter group also includes most of the publications dealing with scientific and technical subjects, health, education, employment and commerce ; in fact the majority of what might be called the routine papers and reports of investigations made by the various government departments.

Some government publications are entered in *The British national bibliography*, *The bookseller* and *The publisher's circular* ; entries in *The bookseller* are carried into *Whitaker's cumulative book list*. The needs of even small libraries are unlikely to coincide exactly with the selections made by the publications just cited. In the classified portion of *Whitaker's cumulative book list* the government publications are brought together. They are not, as has already been stressed, restricted by subject ; this division of *Whitaker's* is a form division adopted for alleged convenience.

Many small and all medium-sized libraries will need some, and the largest general libraries all, of the current bibliographies of its own publications issued by H.M.S.O. Taking these bibliographies in order of frequency of publication, the first is the *Daily list of government publications*. This is a mimeographed publication which libraries receive free of charge if they spend above a certain sum annually on H.M.S.O. publications. In it the new parliamentary publications are set out in the order indicated earlier, and these are followed by the non-parliamentary ones, the latter being arranged by the issuing department or body. A further section of miscellaneous items includes the publications of those international organizations for which H.M.S.O. acts as a sales agent. There is no subject index. The printed monthly and annual lists, *Government publications : monthly list* and *Government publications : consolidated list* have first a parliamentary list and then

a "classified" list. The latter records non-parliamentary publications, those parliamentary publications which are identified with individual departments and also the publications of international organizations mentioned above. A third section lists periodicals. Both these publications have indexes of subjects and names.⁵ Statutory instruments are in the *Daily list* . . . only ; indexes to them are cited later in this chapter.

Although parliamentary papers are included in the annual *Government publications : consolidated list*, those of the House of Commons also have, as has already been mentioned, their own annual index, called the *List of the bills, reports, estimates and accounts and other papers printed by order of the House of Commons and of papers presented by command, with a general alphabetical index thereto*. This work also conveniently cumulates, the last cumulative volume being that for 1944-45 to 1948-49 published in 1950. *Government publications : consolidated list* does not cumulate ; its volumes have, however, been given continuous paginations in five-year groups from 1936 and three cumulative indexes have been published covering the years 1936-50 (1952-54). From January 1950 onwards cards have been prepared by H.M.S.O. for each of the items it has placed on sale ; subscriptions can be placed for these.

We have a series of retrospective bibliographies for House of Commons . . . papers . . . One of these has been conveniently reprinted of late. It is the *Catalogue and breviat of parliamentary papers, 1696-1834* originally produced by J. & L. G. Hansard & Sons. This facsimile edition (1953) has an introduction by P. and G. Ford which also includes a select list of House of Lords papers not in the breviat. This indefatigable couple have put us further in their debt with their *Select list of British parliamentary papers, 1833-1899* (1953) and their *A breviat of parliamentary papers, 1917-1939* (1951) ; these again include some House of Lords items. It will still be necessary for us to consult the official retrospective indexes sometimes, because the work of the Fords is avowedly select. These early official indexes have many idiosyncracies. The Fords have concentrated on material "issued by committees and commissions or similar bodies of investigation into economic, social and constitutional questions, and matters of law and administration". There is a difference of method between the *Select list* . . . and *A breviat* . . . The former merely lists reports and indexes them by subject, while the *Breviat* also gives "a statement of the terms of reference, argument, conclusions and the recommendations made." It has an index of chairmen. The prefaces to these works contain material of interest to the student of government publications.

⁵ *Government publications : consolidated list for 1949* (1950) contains an interesting preface.

Retrospective bibliographies of the publications of the House of Lords, covering many years in one alphabet, deal with the period 1801-1884/5; from 1885 to 1920 there are separate annual indexes, while for items since that date reference should be made to the *Government publications consolidated list*. In recent years separate indexes have not been published because the number of House of Lords papers has been very small.

There are a number of other useful retrospective bibliographies in addition to those already mentioned; they are set out in a small pamphlet issued by H.M.S.O., *Government publications: official indexes, lists, guides and catalogues* (1955). Of the unofficial bibliographies covering many years, one of the most useful is the section of the Library of Congress catalogue (see chapter 6), which records the British government publications held by that library. The two volumes of the main work can be obtained separately and are of great use in a large British library. Their title is as follows: *Catalog of Great Britain entries represented by Library of Congress printed cards issued to July 31, 1942* (1944, 2 vols.). This catalogue is an "author" catalogue, in contradistinction to the other retrospective bibliographies which have just been mentioned, for they are all subject indexes.

There are no official retrospective subject indexes to non-parliamentary publications covering all of them, and tracing those published in the nineteenth century is often a very difficult matter.

Nor is there a general list of the British government publications which are in print at the present time. Separate lists are published by H.M.S.O. for many departments, recording for the most part their items which are still in print (though this is not always the case, for sectional list 24, which is quoted again later in this chapter, also includes out-of-print items). The sectional lists will often help us to identify quickly a government publication of whose date we are unsure; they are frequently revised. They should be kept in all but the smallest reference libraries, and used in the same way as are the catalogues issued by individual commercial publishers. A list of the sectional lists is included at the beginning of *Government publications: consolidated list 1954*. Some of the more recent sectional lists record items on one subject issued by more than one department.

It is now proposed to review some of the principal kinds of British government publications in more detail, and those connected most intimately with the current activities of Parliament will be dealt with first.

The official reports of the debates in both Houses of Parliament are published daily, one for the Commons and one for the Lords, when the Houses are sitting. These are followed by weekly

editions, and eventually these unbound issues are superseded by two series of bound volumes, one for each House. Each of these volumes has an index of names and subjects, and in the last volume of each series for each session there is an index covering the whole of that session. The daily editions are produced at great speed so as to be available to members on the morning after the day with which they deal. Errors detected in them are corrected in the bound volumes.

Earlier in our history official reports were not made, nor were unofficial ones always available to the public soon after the debates took place. We now have various unofficial series available to us for the earlier years.⁶ The present series can be traced back to 1803, though when this series began it was unofficial; it was produced by the Hansard family until 1892. The 'present day' debates are still referred to as "Hansard", the name having been reinstated on the publications themselves in 1944. They have only been printed by our government since 1909. Up to that year only the chief speeches were printed in full, with summaries of the others; from that date complete verbatim reports have been issued. In that year, too, the debates were first published in separate series for each House; previously they had been issued in volumes together.

On 15 February, 1949 there was a mistake in *Hansard*; the question was raised in the House of Commons next day. The Speaker said that *Hansard* was not the official report. The official record was the *Votes and proceedings*; there it was correct. The mistake in *Hansard* would, however, be automatically corrected now that it had been mentioned.⁷

The official reports of debates in standing committees are a separate series which have been published since 1919. There are also some other series of documents prepared for members of Parliament and Lords which are not recorded in the official bibliographies and which are taken by very few libraries. These consist, in part, of the documents which members are given each day during the session, weekly lists of public bills and statutory rules and orders, and "supply lists". The essentials of these are abstracted and given a continuous pagination as the *Votes and proceedings*. Both Houses also have *Journals*; in the case of the Commons it dates back to 1547, while that for the Lords began in 1509. In the early years they contain important records of the substance of the proceedings in both Houses; as a record of the

⁶ For a list of these, see Bellot (H. H.) and Beer (E. S. de). "General collections of reports of parliamentary debates since 1660." *Bulletin of the Institute of Historical Research*, vol. 10 (1933), pp. 171-77.

⁷ *The Times* of 18 February, 1949 has an interesting leader on the subject on p. 5.

form of the proceedings they are evidence in courts of law. They have both annual and elaborate ten yearly indexes, for the precedents they record govern present-day parliamentary procedure. They are, however, only to be found in the larger and more specialized libraries of the country, in distinction to Hansard which is, or should be, available in many medium-sized and smaller libraries.

Bills presented in either House are first published separately (usually on pale green paper); if they are passed into law, they are then published separately as acts. Both these sets of documents are parliamentary papers, but only the bills are included in the series of volumes of parliamentary papers. Separate volumes of each year's acts are also published; these have indexes.

For a collection of the texts of the laws in force in the United Kingdom the official edition is *The statutes* (3rd revised edition, 1950, 33 vols.); these volumes have *The statutes revised* lettered on their spines and it is by this title that they are often known. These volumes must be supplemented by the annual volumes of *The public general acts and Church Assembly measures* for enactments since 1948. If one wishes to emend one's text of *The statutes* to indicate the effect of subsequent legislation, use can be made of the annual volume entitled *Annotations to acts* provided for this purpose. Earlier collections of the laws in force had the titles *The statutes of the realm* and *The statutes at large*; practising lawyers are, however, most likely to use the third edition of *The statutes* or an unofficial edition of our laws, such as Halsbury's.

We have a two volume *Index to the statutes in force* (latest edition covering the legislation to 31 December 1954, published in 1955, 2 vols.) and a *Chronological table of the statutes* (latest edition covering the legislation to 31 December, 1954, published in 1955). The Stationery Office describes these two publications as "normally" annuals; they have not, however, appeared regularly every year. In the *Chronological table* . . . the effects of subsequent legislation are indicated for each act. Amendments to acts passed prior to 1949 are starred to warn us that we will not find the complete texts in force in *The statutes* (3rd, revised ed.). Acts which have been repealed, which are local or personal in character and certain acts relating to Ireland are printed in italics.

Mention may also be made of the useful unofficial publication *Current law* (1947- .) which appears monthly and cumulates into the *Current law yearbook* and into the *Current law consolidation*. So far there has been one issue of the latter; it covers 1947-51 (1952). This publication abstracts not only laws and statutory instruments, but also judicial decisions. It has a number of valuable features

including an alphabetical index in the annual volumes ; these indexes cumulate.

Acts of Parliament are often quoted (correctly) in the following fashion : 7 & 8 Geo. 6. c. 31 ; this being the description of the Education Act, 1944. Explained in detail it means that this act is number thirty-one in the Statute Book for the parliamentary session held in the seventh and eighth years of the reign of King George VI.

Local and private acts are not published by H.M.S.O. nor are they issued in collected form. H.M.S.O. does, however, publish an annual index to them, and has also published some retrospective indexes, including an *Index to local and personal acts consisting of classified lists of the local and personal and private acts and special orders and special procedure orders, 1801-1947* (1949). These acts deal with a wide variety of subjects, including bridges, roads and canals. They are not to be found in quantity in very many British libraries, many of the latter being satisfied with those which concern the locality in which they are situated. Some of the most extensive collections are in law libraries which are not accessible to the general public.

Statutory instruments (formerly called statutory rules and orders) are legislative enactments which do not have to follow the course through Parliament which bills do, though Parliament, when making provision for their production, usually stipulates that new instruments must be laid before both Houses for a period before they come into effect. The great majority of them are first published as separate items by H.M.S.O. and they are later cumulated into annual volumes with the title, *Statutory instruments*. Local and personal items and instruments revoked during the year of their appearance are not included in these volumes. *The statutory rules and orders . . .* (1949-52, 25 vols.) is the third edition of a collection giving us the texts of orders in force, under broad subject headings. It also includes orders in Council and letters patent issued under the royal prerogative affecting the constitutions of the colonies, regulating appeals to Her Majesty in Council, or making laws as to colonial currency. It excludes instruments of a local, personal or temporary character. Miscellaneous rules and orders which are not statutory in character are published in the *London gazette*.

We also have a separate annual volume entitled *Guide to Government orders, indexing statutory rules and orders and statutory instruments in force*, which is the alphabetical subject index to the twenty-five volumes of the collection and to the annual volumes since. The twenty-five volumes can be kept up-to-date by making the alterations indicated in a separate annual volume entitled *S.I. effects*

(1952- , published 1953-). All the orders of a general character still in force are also listed in a *Numerical table* which also appears annually. A *List of statutory instruments* is published each month, semi-annually and annually ; these provide guides to the current orders pending the publication of the other annual volumes described earlier.

The publications of various government departments can be roughly grouped for the purposes of description. The majority of non-parliamentary publications will fall into one of the categories mentioned below, though it should be remembered that some of the documents which also fit into these classes and which have been prepared by government departments will have been published as parliamentary papers.

The British government publishes much that is of importance on science, technology and medicine. The Department of Scientific and Industrial Research, for example, has under its ægis a number of research boards which publish the results of their investigations into such subjects as building, roads, water pollution, etc. The Medical Research Council and the Ministry of Health publish the results of investigations in their fields. Other technical publications are issued by the service departments, while the Ministry of Agriculture is another source of many publications in its particular sphere. A recent and extensive set of publications in this group are the reports on German and Japanese industries issued by the Board of Trade.

A second broad category of publications are those which are concerned with commercial and economic matters. In these fields lie those works issued by such departments as the Ministry of Labour and National Service, the Treasury, and the Board of Trade. Important publications give the financial accounts of our country and much other statistical material. A few of these works were cited at the end of chapter 4.

Although historical material is published from time to time by some of the government departments whose output would normally fall into one of the two groups just discussed, there are some large classes of publications which are wholly concerned with material that is now primarily of historical interest ; these are conveniently discussed together.

Record publications have been appearing for over one hundred years and during that time a considerable amount of material has been published. The first publication of original manuscript source material on a considerable scale was by the Record Commissioners ; this was continued more systematically by the Public Record Office itself. One well known series of volumes is *The chronicles and memorials of Great Britain and Ireland during the middle*

ages (*Rerum Britannicarum Medii Ævi Scriptores*). Most of the material included in this series is not from documents in the Public Record Office; the latter body is now itself editing or calendaring and publishing the state records. The volumes of the "Rolls Series" (as the series just quoted is sometimes called) are to be found in many libraries in Britain, unused and often housed away from the readers. They are, however, important and may be demanded by scholars. As they are not always fully catalogued in libraries, assistants should look over the special H.M.S.O. list (Sectional list 24), which catalogues all the works issued by both the Record Commissioners and the Public Record Office, to familiarize themselves with the kind of works which are included.

These printed volumes, and indeed the whole printed output of H.M.S.O., are but a part of the mass of the records of the administration of England, the majority of the documents of which are not printed, but which nowadays remain in the archives of the department concerned until they are finally transferred to the Public Record Office. Record Office printed publications are thus drawn from many different government departments and it is according to their department of origin that they should be arranged and not according to the accident of their publication.

In addition to printing medieval documents, records of more modern times have been published, such as Treasury Books of the sixteenth century and a series of comments on English affairs from foreign archives. Many other printed volumes of records have, of course, been published by both national and local societies; it is rash to assume that a reference one has to some such volume is bound to be a government publication. Examples of national societies which have published such volumes are the Pipe Roll Society, the Selden Society and the British Record Society.

Occasionally readers will require material which has not been printed and then they must be referred to the body which has the relevant archives. If it is the Public Record Office, as will often be the case, both library assistant and enquirer, if they are unsure about methodology there, will do well to consult both an introductory guide on the subject⁸ and a fuller descriptive guide.⁹

The Historical Manuscripts Commission is editing and publishing manuscripts in private collections and institutions which throw light on the civil, ecclesiastical, literary and scientific history of the country and it began publishing in 1870. In its works,

⁸ Galbraith (V. H.). *An introduction to the use of the public records*. 1934.

⁹ Giuseppi (M. S.). *Guide to the mss. in the Public Record Office*. 1923-24. 2 vols. Vol. 1. Legal records. Vol. 2. State papers and records of public departments. The Public Record Office is issuing a new *Guide to the public records*; at the time of writing, however, only *Part 1: Introductory* (1949) has appeared.

full transcriptions of certain of the manuscripts are sometimes printed, though more often a description of their substance is given, perhaps with quotations from the more important passages. In their more recent reports the Commissioners have tended to deal more fully with a smaller number of collections. These reports are examples of works which were once included in the series of parliamentary papers (up to and including 1919), but which are now non-parliamentary publications. A general list of, and alphabetical index to, those published up to 1946 is given in the *Twenty-second report of the Royal Commission on Historical Manuscripts* (1946); the individual reports are also indexed separately. Fuller collective indexing is done by the *Guide to the reports and collections of manuscripts of private families, corporations and institutions in Great Britain and Ireland*. The first part of this, arranged topographically, is a parliamentary paper (1914, vol. XXXV, Cd. 7594); a new edition of this is in preparation to include reports issued 1911-47. The second part is an index of persons, edited by F. Bickley (1935-38, 2 vols.) Third and fourth parts, the third an analytical survey of subject matter in reports issued 1870-1947, and the fourth an index to persons in reports issued 1911-47, are both in preparation.

The Royal Commission on Historical Monuments (there are separate commissions for Scotland and Wales) aims at producing a set of volumes which will give a complete description of the archaeology and architecture of this country. Several volumes are devoted to each county, though only a few counties have, as yet, appeared in print.

The relatively large amount of space devoted here to the historical publications, as compared with that given to the description of economic and commercial and scientific and technical literature printed by the government, is no index of their relative importance in libraries. In most large general libraries the latter groups of subjects are more in demand. In mentioning these broad subject groups into which many government publications fall, the whole field has by no means been covered, for such subjects as art and education are dealt with in other "official" works.

The publications of Royal Commissions and of the other major committees set up by the government are nearly always command papers and are thus most often to be found in the parliamentary papers. The minutes of evidence taken before such commissions and committees are, however, usually published as non-parliamentary papers. These bodies are often known by the names of their chairman, e.g., the *Report of the care of children committee* of which Miss Myra Curtis, C.B.E., was chairman is often referred to as the report of the "Curtis" Committee. In recent years the names

of such persons have been included in the indexes to *Government publications : monthly list* and the annual *Government publications : consolidated list*, so the exact title and details of recent reports can be found through those publications. Many libraries, too, make entries in their author catalogues under the names of these chairmen. There are not, however, many of the larger libraries which have "author" entries for the chairmen of committees and commissions which sat in the nineteenth and early twentieth centuries, and a printed list of such persons, with references to the full titles of the documents that were published, would be very useful indeed. *A finding list of British royal commission reports ; 1860-1935*, compiled by B. L. Gabiné (1935) is useful, but it does not mention chairmen.

There is also "Command papers : a list of reports of royal commissions, courts of enquiry and committees, etc., published in command papers and commonly cited by the names of the chairmen, 1900-1953" in *Where to look for your law*, by C. W. Ringrose (11th ed., 1954, pp. 135-42).

An error commonly made by young assistants (and also occasionally perpetrated by those who ought to be wiser) is to assume that a report of a committee which a reader has asked for is necessarily a government publication. Many private committees have, of course, made and published reports and these should be found under their appropriate headings in the library's catalogue, if they are in stock. The *Report of a survey committee on the problems of ageing and the care of old people* (with the title *Old people*) is, for example, the production of a non-governmental committee and is published by the Oxford University Press.

A further point to be remembered is that reports of royal commissions and other committees may be published by other governments than our own. Several important royal commission reports have been published by dominion governments.

The current output of government publications in the United States now far exceeds in number that of any other country ; the majority of its publications ("documents" is the term generally used for them) are issued by the Government Printing Office in Washington. They are similar in many ways to those of our own country ; for example the distinction between parliamentary and non-parliamentary papers in Great Britain is paralleled to some extent in the United States by the division of their publications into congressional and departmental documents. The majority of British libraries can purchase British government publications at half-price. Many American libraries do not have to pay for the publications of their government other than the postage involved. In April 1955 there were 670 depository libraries ; some of these were receiving a selection of the United States Government's

publications, whilst others were receiving copies of all "publications made for distribution". "In terms of Federal Government publishing, including processed and field agency material, this ["all"] means, as a whole, about 25 to 35 per cent of all Federal publications."¹⁰

United States government publications are not entered in the current American book-trade bibliographies, in contrast to their British counterparts, some of which, as we have seen, are entered in such publications as *The bookseller*. The best known of the special bibliographies issued by the Government Printing Office is *Monthly catalog of United States Government publications* (1895-) in which the current output is listed under the names of the various government departments. This work has a detailed author and subject index, the index in the December issue being a cumulative one for the whole year. There is also a useful *Decennial cumulative index 1941-1950* (1953). The great majority of British libraries can find in the *Monthly catalog*, as it is often called, all that they are ever likely to need—and far more. Some two or three thousand items are listed in each monthly issue.

Those publications obtainable from the Government Printing Office are marked with a star, while a single dagger indicates that application must be made direct to the issuing agency for this publication. Most of the 12,000 bills introduced during a Congress are not recorded in this publication, nor are all the approximately 6,000 Congressional documents. The best guide to the current activities of the United States Congress is the unofficial, loose-leaf *Congressional index* published by Commerce Clearing House, Inc. This is a weekly service with a number of sections analyzing in great detail all the actions of Congress and all matters pending before it.

Some agencies of the United States government produce special current lists of their own publications and these, because of their fullness, arrangement, annotations and special indexes, are superior to the *Monthly catalog* for their particular purposes. To use them one has, of course, to know the name of the issuing department of the work being sought. The Bureau of the Census, for example, issues a *Catalog of United States census publications* (1952-) quarterly: it cumulates throughout the year, and finally appears in an annual volume. It also has a *Monthly supplement*.

Some United States agencies have lists of their publications which are in print; some have retrospective catalogues of great utility. The *Catalog of United States census publications, 1700-1945*, by H. J. Dubester (1950) and *United States Department of Commerce*

¹⁰ J. Wilcox in *A forum on the public library enquiry*, edited by L. Asheim (1950), p. 172.

publications edited by W. M. Johnson, listing publications prior to October 1950 (1952) are examples of these. For the latter item there are supplements for 1951-52 (1954), 1953 and 1954 (1955), based on entries in the weekly *Business service check list*. The Superintendent of Documents also publishes a series of *Price lists*. Each of these records publications in print on a specific subject, for the most part irrespective of issuing agency.

Only a few United States government publications are bought by small and medium-sized British libraries, and these institutions will be even less concerned with the publications of other foreign governments. A number of the larger general libraries and some important specialized ones will, however, require them; many of the bibliographies which record them are quoted in the bibliographies mentioned at the beginning of this chapter.

In recent times Canada has adopted an efficient system of recording its government publications which is similar to our own. The Queen's Printer issues a *Daily checklist of government publications* which is followed by *Canadian government publications: monthly catalogue*, with an index, and finally by *Canadian government publications: consolidated annual list*. The first annual list, that for 1953, attempted to include all federal publications in print in September 1953. Canada being a bilingual country, many of its publications appear in two editions, one in English and one in French. These bibliographies record all these editions separately.

The Colonial Office issues a mimeographed *Monthly list of official colonial publications* (June 1948-); this records items received in its library. This publication is of great value in spite of the fact that it is arranged primarily according to the source of supply of the items concerned rather than by territory or subject; it has no indexes. One part of it analyses the contents of government gazettes, while another lists maps. Relevant H.M.S.O. publications are also included. Its listings are not exhaustive but, since many of the territories concerned do not publish separate lists of their own, we have to rely on this work. It should be made a printed publication with indexes. The Crown Agents for Overseas Governments and Administrations also issue a small *List of publications received* which covers six territories not included in the Colonial Office list.

In France the bulk of the government's publishing is not issued by a central publishing office, as is the case in the United Kingdom, the United States and Canada. Thus, the *Catalogue des publications officielles en vente à l'Imprimerie Nationale*, issued by the Ministère des Finances in 1954 records only a small portion of the material in print at that time. J. Cain tells us that within the same ministry, one bureau will often be unaware of what a neighbouring bureau is

publishing.¹¹ Supplement F (1950-) to *Bibliographie de la France*, of which there were six issues in 1954, is a part of the national bibliography specifically devoted to government publications of an administrative character. Entry in this publication is not very prompt and one has to wait until the end of the year for an index. Local government and colonial government publications are included. Official publications which are not of an administrative character are entered in the main part of *Bibliographie de la France*, and indicated by an asterisk. More useful for most current reference purposes is the fortnightly

Bibliographie sélective des publications officielles françaises.
1952-

This consists of two parts. The first lists a selection of government publications in the same order as *Bibliographie de la France, Section F*, and also includes references to important texts and documents in periodicals. The second part sets out the contents of the current issues of various government serials. There is an annual index to the first part.

The German *Monatliches Verzeichnis der reichsdeutschen amtlichen Druckschriften* which was prepared by the Deutsche Bücherei, ceased publication in 1945. At present many official publications are included with commercially published ones in the current bibliographies described in chapter 9. The Federal German government has also published a catalogue entitled *Das amtliche Schrifttum der Bundesrepublik* (1952) which records both serial and monographic publications under the names of the issuing departments. It will be seen from the entries in this catalogue that the Federal German government also issues its publications through a number of different publishing houses.

Mlle Honoré, who works with government publications at the Bibliothèque Nationale, says that the term official publications

“... évoque des images grises, austères, de mauvais papier couvert d'impressions serrées, barèmes, tableaux, statistiques—d'affiches jaunissent sur les murs des bâtiments publiques—publications auxquelles on est bien obligé d'avoir recours parfois, et non sans peine, car on ne sait où les trouver.”¹²

In recent years governments have done much to improve the typographical standards of their publications and to provide us with better bibliographies of them.

¹¹ In *La Bibliothèque Nationale pendant les années 1945 à 1951* (1954), p. 126.

¹² “Les publications officielles à la Bibliothèque Nationale.” *Cahiers français d'information*, no. 249 (April 1954), pp. 20-22.

REFERENCES

The following descriptions of United Kingdom government publications may be used to supplement the information in this chapter : *A guide to parliamentary papers*, by R. and O. Ford (1955) ; *The state as publisher*, by Sidney Horrocks (1952) and " H.M.S.O. publications ", by W. Cox, *Aslib proceedings*, vol. 1 (November 1949), pp. 251-56. The *Guide to the collections* (1948) published by the British Library of Political and Economic Science also includes a detailed account of the bibliographies of United Kingdom government publications, together with information about the bibliographies issued by a number of other countries.

British parliamentary papers, including those distributed for the most part to members only, are described on pp. 86-98 of *An Introduction to the procedure of the House of Commons*, by Sir G. Campion (2nd ed., 1947 ; reprinted with corrections, 1950), and in chapter four of K. R. Mackenzie's *The English parliament* (1950). An interesting account of the publication of our parliamentary debates is given in *Our Parliament*, by S. Gordon (rev. 5th ed., 1955).

J. B. Childs's " French government document bibliography ", a chapter in *Library science in India*, issued by the Madras Library Association (1953), gives more detail about current French bibliographies than I have done ; he also mentions the principal retrospective sources.

Two articles in the *Unesco bulletin for libraries* give useful supplementary information about the publications of the United Nations and its specialized agencies. These are entitled " Libraries and United Nations publications " in vol. 8 (February-March 1954), pp. E31-E36, and " Libraries and the publications of the U.N. specialized agencies ", by J. Saunders in vol. 8 (August-September 1954), pp. E102-E108.

J. K. Wilcox has published two guides which are useful for reference and acquisition purposes. They have the title " New guides and aids to public documents use " and they cover the periods 1945-48 and 1949-52. They are in *Special libraries*, vol. 40 (1949), pp. 371-77, 406-12 and in vol. 45 (1954), pp. 29-36.

The *Manual of government publications : United States and foreign*, by E. S. Brown (1950) deals with the publications of the League of Nations, the United Nations, the United States and the United Kingdom at more length than it does with the publications of other countries. It is not intended to be comprehensive nor is its material well arranged. It is, however, useful for supplementary reading and its references may be useful to persons in smaller libraries.

CHAPTER 13

BIOGRAPHICAL WORKS OF REFERENCE

The smallest reference libraries need some biographical dictionaries, while medium-sized and large general reference libraries will have many works of this kind. Moreover the larger the library, the more individual biographies and autobiographies it will have and the greater will be its biographical resources in works of reference which are not strictly biographical in character. The biographical section of *Winchell* is a lengthy one ; moreover, many of the works listed elsewhere in that work do contain biographical information.

Biography is so pervasive that it might take several days in a large reference library to find biographical information about an obscure individual. If, after such a search, nothing had been found, the reference librarian would rarely be able to say that he was *sure* his library contained nothing about the person concerned. Often when one is asked for biographical information about a person, the first thing to do is to see if one's library has a suitable individual biography. In many public libraries the lending department will have more works of this kind than the reference library.

In spite of the many biographical sources available, information about relatively well-known persons can be elusive. A search for biographies of the present heads of the various states of the world will, for example, probably lead to the finding of conflicting dates of birth for some of the persons concerned. For others in this group it may be difficult to find any information.

If it is only a well-established fact that is required about someone, such as his date of birth, we may find what we require in an international biographical dictionary, if the person has been recorded there. The national biographical dictionaries will record more people and will usually give more information about them. The information they contain will often be adequate for our enquirers. On the other hand, if it is a case of "the more information found the better", or if our quarry is not so well known or is otherwise elusive, we may well turn quite soon to special biographical dictionaries of writers, painters and musicians, of persons of particular faiths, of those who went to particular schools or universities or who practised particular professions, or dictionaries of persons who lived in particular counties, cities or towns, to mention only a selection of the special works of this kind.

If articles in the kinds of books mentioned so far in this paragraph prove too short, we may find attached to them references to fuller sources. In searching for an individual biography of someone, we may have to examine many of the books cited in chapters 6 to 10 of the present work.

Another source for persons whose date of death we know will be obituaries in periodicals and newspapers. Our library may also have many genealogical works and these may be needed.¹ If a question is not a request for general biographical information about a person but concerns some special aspect or particular fact about his life, we may need other types of books. If, for example, we are asked where a certain person was living on a specific date or where someone was born, we may have to consult directories, parish registers (printed or manuscript), electoral registers and such-like works. We may need these kinds of books in a general search for biographical information as well, for if we can find no biography of the person in question, we may have to piece together what we can from such sources. Or it may be that finding entries in such places as directories will give us clues, such as information about a person's home or occupation, that will enable us to trace a biography. The drawing together of scattered facts about a little-known individual into a biographical sketch is likely to be time consuming. Sometimes we will have to indicate to our enquirers the way they should proceed and not do the work ourselves.

Many historical works which are not identified by their titles as containing biographies will, nevertheless, be useful to us. In a classified library the histories of special subjects are likely to be classified with those subjects, so that in a biographical search we may well need to move in many different parts of the library. When searching for obscure individuals we will often have to work with books connected with the history of his places of birth and residence, if they are known. The public and other libraries of a county, city or town will often have special indexes or material in manuscript form to help with persons connected with their region. There are also special resources of this kind abroad, such as the Archives de Biographie Française at the Bibliothèque Nationale.

There are a number of works of reference which have biographical sections, though this is not apparent from their titles; *India—at a glance* (1953) is a typical example of these. Biographical sections are included in many of the directories of special

¹ The tracing of information about an enquirer's ancestors is a specialized kind of work which is not treated in any detail here. Some libraries are cautious about spending much time helping enquirers of this kind, while others do not differentiate this work from other kinds of reference work. On technique *Genealogy for beginners* by A. J. Willis (1955) will be found useful. The best general reference guide is *A genealogical guide* by J. B. Whitmore (1947-53, 4 vols.)

subjects and in such local works of reference as the *Birmingham Post year book and who's who*. The *Proceedings* of the British Academy and the *Recueil des cours* of the Académie de Droit International are examples of serials which regularly include biographies. In both these journals, too, we are usually given bibliographical information about the works written by the biographees. The biographies in the *Proceedings* of the British Academy are obituaries; many other learned societies also publish regularly obituaries of their members. The indexes to periodicals recorded in chapter 7 will reveal some of this material.

Mention may also be made of the *Dictionary of biographical reference*, by L. B. Phillips (new ed., 1889) and A. M. Hyamson's *A dictionary of universal biography of all ages and peoples* (2nd ed., 1951); both of these works give one-line entries with references to dictionaries of biography and encyclopædias for fuller information. Phillips includes references to that valuable source, *The gentleman's magazine*. Hyamson is reported to have few entries where the date of death is later than 1930. M. Arnim's *Internationale Personallbibliographie* (1944-52, 2 vols.) has already been cited in chapter 6.

Bibliographies of biography are only a guide to a small part of the biographical resources of even a moderate-sized reference library. Some other representative examples may, however, be considered here before we deal with the biographical dictionaries themselves. Many recently published biographies in English are indexed in the

Biography index. 1946-

This is a publication of the H. W. Wilson Company; it appears quarterly and cumulates annually. Further cumulations covering the period January 1946-July 1949 and August 1949-August 1952 have also appeared. It includes references to biographies in book form, biographical material from periodicals indexed by the other H. W. Wilson indexes and from some legal and medical journals, and some obituaries from the *New York Times*. Volumes of collective biography are analysed. In addition to the main alphabet of names, there is an index of professions and occupations. A large percentage of its entries are for Americans and it is unlikely that many of these will ever be the subject of queries in British libraries. Nevertheless the work is useful; it is the only one of its kind that we have.

Four well-known bibliographies of biography are the *Bibliographie biographique universelle* of E. M. Oettinger (New ed., 1866, 2 vols.), *Répertoire des sources historiques du moyen âge: bibliographie* by U. Chevalier (New ed., 1905, 2 vols.), *An analytical bibliography of universal collected biography* by P. M. Riches (1934) and

Obituary prior to 1800 by Sir W. Musgrave, edited by Sir G. J. Armytage (1899-1901, 6 vols.). These works will often disappoint in smaller reference libraries (if they are there) because little to which they refer will be available immediately. *Chevalier* has many references to articles in periodicals, *Oettinger* even gives locations for some of the works he cites in national libraries and notes portraits. *Riches* indexes the contents of over 3,000 volumes of collective biography in English and is a work of some size. The present writer has, however, rarely used this book to advantage; apparently the persons he has been seeking are not popular topics for volumes of collective biography! It does not follow, of course, that other librarians looking for other persons will be as unlucky. *Musgrave* deals with England, Scotland and Ireland only; the other three works are international in character.

Turning now to biographical dictionaries which are international in scope, we have the following works for our contemporaries:

The international who's who. 1935- .

World biography. 5th ed. 1954.

Current biography. 1940- .

The first work named is of British origin and the second is American; these two works are to some extent complementary. A very small sample taken at the beginning of the letter "D" showed that only one fifth of the names were duplicated in both works. Each of these publications has naturally favoured persons from its country of origin; this would seem to be particularly the case with *World biography*, since estimates indicate that over half its entries are for Americans. *Current biography* appears monthly and cumulates annually. The 1950 volume contains an index for the period 1940-50 and recent annual volumes also have indexes cumulating from 1951 to date. Its biographies usually run to one or more pages each and they conclude with references; most of these latter are to biographies in periodicals or other biographical dictionaries. Portraits are also included. Many of the persons listed are Americans; though the essays about baseball players and managers will not often be needed in the United Kingdom, many of the other biographies will be useful. Works like *Current biography* and the *Biography index* are used more in public libraries than in academic ones.

The biographical section of *The international year book and statesmen's who's who*, a work cited earlier in chapter four, also serves as a dictionary of contemporaries prominent in public life. A *Dictionnaire biographique mondiale*, which will be illustrated, is announced as being in preparation in France. The works cited in this paragraph

are, of course, highly selective and in the nature of things can rarely be preferred to the national "who's whos" which many countries have.

The two most extensive biographical dictionaries of our predecessors are both of French origin and, in both, Frenchmen receive much attention:

MICHAUD (J.) *Nouvelle biographie universelle ancienne et moderne*. Nouv. éd. 1843-65. 45 vols.

HOEFER (J. CH. F.) *Nouvelle biographie générale*. 1852-66. 46 vols.

These works have many imperfections and the quality of the biographies in them varies a good deal. The first edition of *Michaud* is said to have been Royalist-clerical in attitude and biased, the edition recorded above having these faults in its earlier volumes. Its later volumes have a number of long articles about persons of relatively little importance. *Hoefer* began by being more comprehensive than *Michaud* and ended by being less so. In spite of these defects, these two works are valuable.² There are many smaller universal biographical dictionaries with shorter articles, including the *Universal pronouncing dictionary of biography and mythology* of J. Thomas (not fully revised since 1901), *Chambers's biographical dictionary* (1950) and *Webster's biographical dictionary* (1943, with addenda, 1948).

Much more modern, but by no means entirely devoted to biography, is the

New century cyclopedia of names, ed. C. L. Barnhart and W. D. Halsey. 1954. 3 vols.

A sampling of the contents of the work reported in *Subscription books bulletin*³ indicates that 33 per cent of its entries are for biographies, 31 per cent are for place names, 10 per cent are for physical features 11 per cent are references to literary works and characters, 4 per cent are to historical events, 3 per cent are to mythology, 2.5 per cent are Biblical and the rest are miscellaneous. The book is thus much more than a biographical dictionary and yet not a complete encyclopædia. It is, however, very useful for it includes very many names and has entries several lines long for many of them. Pronunciations are also indicated.

Turning now to dictionaries of British contemporaries, we have the familiar

Who's who. 1849-

which in some libraries rivals *Whitaker's almanack* as the most

² There is an interesting account of *Michaud*, *Hoefer* and other biographical dictionaries in the *Quarterly review*, vol. 157 (January 1884), pp. 187-230.

³ In vol. 25 (October 1954), pp. 54-57.

frequently used volume. *Who's who* has some claim to be considered international in character, for it includes Commonwealth and United States names as well as some important names from other countries. The obituary section at the beginning of each volume indicates to us that there will be entries for the persons concerned in the volume for the previous year. *Who's who* will be supported in most libraries by quite a number of dictionaries of special classes of people. Some of these, as has been previously explained, will be parts of works containing other information. *The author's and writer's who's who* and *The Colonial Office list* are examples of these special dictionaries, chosen at random.

Of another class of biographical dictionaries three annuals may be cited as examples, *Burke's genealogical and heraldic history of the peerage, baronetage and knightage*, *Debrett's peerage, baronetage, knightage and companionage* and *Kelly's handbook to the titled, landed and official classes*. *Burke* gives the lineage of peers and barons in detail. *Debrett* gives fuller information about peers and barons than does *Kelly*, though the latter includes some persons not qualified for entry into *Debrett*. Lists of members of societies should also be mentioned here, though few will give detailed biographical information.

For deceased persons we have

The dictionary of national biography, edited by L. Stephen
[and others]. 1885-1949.

Libraries will have this work in differing numbers of volumes according to the edition they acquired. The main alphabet originally appeared in 63 volumes (1885-1900); it was later condensed into 21 volumes; the earlier supplements were republished in a similar way.⁴ In addition to supplements to the original alphabet, there have been decennial supplements recording the persons who died in the years 1901-1940. There is also *The concise dictionary of national biography* (formerly called the *Index and epitome*); this has two alphabets, one for persons who died prior to 1900 and a second for those who died later. If one is unsure of the exact name of a biographee, it will sometimes save time if *The concise d.n.b.* is consulted first. Corrections and additions have been included in the *Bulletin of the Institute of Historical Research* (University of London) since 1923; a few libraries have cut these up and made an additional supplementary volume from them. G. M. Trevelyan in his *English social history* remarks that *The dictionary of national biography* was initiated and largely financed by the publisher George Smith. Trevelyan gives the work high

⁴ See the review of the decennial supplement for 1931-40, *Times literary supplement*, December 16, 1949, p. 819 or the entry for the work in *The Library of Congress author catalog*.

praise and concludes by describing it as "the best record of a nation's past that any civilization has produced". The *D.n.b.* is certainly invaluable in reference work.

Among other general British biographical dictionaries we may mention *Who was who*, four volumes of which cover the years 1897-1950 (1919-1952) and the *Modern English biography* of F. Boase (1892-1921, 6 vols.). *Boase* records in two alphabets persons who died after 1850; many of his biographees are not in the *D.n.b.* The *gentleman's magazine* has already been noted; *Notes and queries* is another useful journal going back many years and having cumulative indexes. *The complete peerage* by G. E. C[okayne] (New ed., vols. 1-12, pt. 1, A-Towton; vol. 13, Peers created 1901-38, 1910-53) is the standard work in its field.

The two most useful of the dictionaries of persons who attended Oxford and Cambridge universities are the *Alumni Oxoniensis* of J. Foster (1887-1892, 8 vols.), which covers the years 1500-1886, and the *Alumni Cantabrigiensis* of J. A. Venn, part one of which covers the years 1261 to 1751 in four volumes (1922-27) and part two of which has reached "Spyers" in covering the period 1752-1900 in five volumes (1940-53). These works do not give much biographical information about each individual; they are, however, basic sources of reference which will often set us searching elsewhere. A review in *The Times* of 8 June 1954 reminds us that Foster depended almost entirely on matriculation lists and that those at Cambridge were defective. We are told that in the earlier period "many men were at Cambridge who never matriculated or never attempted to take a degree". The registers of admissions and biographical dictionaries of persons who attended other schools and universities and who were admitted to the Inns of Court are also important.⁵

In the small selection of works concerning the United Kingdom described in the preceding paragraphs, the special biographical dictionaries of Scotsmen, Welshmen and Irishmen have not been described; there are, of course, many such works. We must now cross the Atlantic and note

Who's who in America, 1899/1900- . . . 1900- . . .

This appears biennially, the current volume being that for 1954/55. This work has also had a monthly supplement since December 1939. This monthly supplement has a cumulative index covering the period 1939-53. Like its British counterpart it is a work of repute, and it includes some persons who are not citizens of the

⁵ For a list of these see the bibliography by M. Johnston and H. Raven-Hart, *Bulletin of the Institute of Historical Research*, vol. 9 (June and November 1931, February 1932), pp. 19-30, 65-83, 154-70 and vol. 10 (November 1932), pp. 109-13.

United States. It is printed in small type with three columns to each page and so it is able to include a large number of entries in the one volume. A geographical index to this work is published separately. Its publishers recently issued a volume *Who knows—and what* (revised ed., 1954); this is a biographical dictionary with a subject index. It aims to be a guide to the subject specialists in the United States; it is, however, an imperfect record.

American men of science, edited by J. Cattell, has been, in its ninth edition (1955-), split into three volumes. The first, dealing with the physical sciences, appeared early in 1955 and gives over 43,500 biographies. Succeeding volumes will deal with the biological and social sciences. These enormous volumes constitute one of the best records of specialists any country has. There are also two related works entitled *Leaders in education* edited by J. Cattell and E. E. Ross (3rd ed., 1948), and a *Dictionary of American scholars*, edited by J. Cattell (2nd ed., 1951).

The standard biographical dictionary of deceased Americans is the

Dictionary of American biography, edited by A. Johnson
[and others]. 1928-44. 21 vols.

the twentieth volume of which is an index. The last volume is a supplementary one with biographies of persons who died before 1936. The scholarly articles in this work are supplemented by bibliographies and the work is superior for British purposes to its rivals, though the *National cyclopædia of American biography* (1892-) is more comprehensive. There is a *Who was who in America* for the period 1897-1950 (1943-50, 2 vols.).

For our contemporaries in France we have two works:

Dictionnaire biographique français contemporain. 1954-1955.
2e éd. 1954.

Who's who in France: recueil de notices biographiques.
1955-1956. 2e éd. 1955.

The latter work contains many names not in the former. Its text is in French in spite of its title. The accounts given in the *Dictionnaire biographique français contemporain* are, however, usually more detailed, with fuller bibliographical information and with some illustrations. This publication is kept up-to-date by quarterly supplements. *Who's who in France* uses more abbreviations and tabulates its information for each person; this publication now covers all of France whereas its first edition ("1953-1954") was for Paris only.

A scholarly national biographical dictionary is appearing slowly:

Dictionnaire de biographie française, éd. par J. Balteau
[and others]. 1933-

At the time of writing it has reached "Cartier". Like most of the other national biographical dictionaries, this work has bibliographies. In the meantime *Michaud*, *Hoefer* or the encyclopædias will help with the rest of the alphabet for persons who lived before the middle of the nineteenth century.

Germany has a useful who's who; it does not, however, appear annually. The latest edition:

Wer ist wer? 12te Ausgabe von Degener's Wer ist? 1955. contains 15,000 names. It has a small supplement in a pocket at the end. Two especially useful works for special classes of Germans are *Kürschner's deutscher Literatur-Kalender* (1879-) and *Kürschner's deutscher Gelehrten-Kalender* (1925-); both are current. They contain more bibliographical than biographical information and could well have been described in chapter 6. The eighth, 1954, edition of *Kürschner's deutscher Gelehrten-Kalender* gives full bibliographical references for persons appearing in it for the first time; for persons already covered in the seventh edition, 1950, only supplementary information is given. Thus we need to keep these two editions together. There are also special biographical dictionaries for music and the theatre issued by the same publishers. The publishers of *Wer ist wer?* announce *Wer ist wer in Europe?* which will contain some 8,000 names and which will include portraits.

A dictionary of Germans who died before 1953, and which will contain some 40,000 entries in thirteen volumes, is appearing currently:

Neue deutsche biographie. 1953-

There is an index in each volume, indicating the persons covered both by this work and by the earlier and more detailed *Allgemeine deutsche Biographie* (1875-1912, 56 vols.). The new work is edited by a historical commission of the Bayerische Akademie der Wissenschaften.

Many other countries have both works of the "who's who" type which are regularly revised and scholarly national biographical dictionaries; the names of most of them are recorded in *Winchell*. A first-rate general reference library will have as many of these foreign works as it can obtain, irrespective of the language in which they are written. If possible they should be shelved where they can be conveniently consulted by both staff and readers. Mlle Malclès warns us in her *Cours de bibliographie* (1954) that, since the editors of who's whos depend for their information on material supplied in answers to questionnaires, it happens too often that the

"amateurs de publicité" take precedence over persons who are really more important.

REFERENCES

Chapter 6 of M. Hutchins' *Introduction to reference work* and the appropriate section of H. S. Hirshberg's *Subject guide to reference books* should be consulted. No examples have been given in this chapter of actual searches for biographies. Chapter 15 of this volume does, however, describe one search involving the use of biographical works of reference. Many additional examples have been given by H. Woodbine in *The Library Association record*. The examples in the following issues of that journal are representative, vol. 38 (December 1936), p. 619; vol. 42 (August, September 1940), p. 228, 249; vol. 43 (February, April, June 1941), p. 28, 71, 109; vol. 44 (February, April, November 1942), p. 17, 46-47, 170-71; vol. 45 (May, October 1943), pp. 83-84 (the enquiry about Canon Newling) and p. 183.

CHAPTER 14

ATLASES AND MAPS

Some geographical works are usually available for reference purposes in the stocks of our smallest public libraries. It is not unreasonable to expect the library of a small town to have a good atlas and gazetteer of the world as well as separate ones, with their fuller detail, of the British Isles. In addition to these, some, if not all, of the Ordnance Survey maps of the district should be in stock, together with any maps of the locality which may have been published by commercial firms. Old maps may also have been acquired and may be needed by persons studying the history of the locality. Good use is also usually made by such persons as tourists and business men of works like the *A.A. road book of England and Wales* published by the Automobile Association. The small library will be able to augment these resources by maps and plans included in books in its lending department.

Most of the large general libraries of this country have extensive collections in this field; the material available usually needs special furniture with adequate facilities for consultation if it is to be properly housed and exploited. It does not always have this treatment, unfortunately; usually because the space required cannot be spared for the purpose. If a large public library has a separate commercial department, part of the work with maps and atlases will devolve upon it. The total resources of a large public library in maps and plans will be very extensive, for many excellent items will be available in directories, in such series of guidebooks as those published by Baedeker and Muirhead, in the publicity material issued by holiday resorts and industrial towns, in periodicals such as the *National geographic magazine*, and in encyclopedias, to mention only a few of the sources. It is usually impossible to bring all this material together into one classified sequence, for this would mean extracting or copying maps out of books and periodicals. In some libraries card indexes to maps and plans, which are separate from the other library catalogues, have been formed. The upkeep of an index of this kind is no light undertaking, for it means that a library's intake of new publications must be carefully watched for new items and that many comparisons must be made between these and those already available, if the index is to direct one at once to the best map for a particular purpose. Whether such an index is constructed or

not will depend, of course, on the estimation made by the librarian of the use that it will be to the readers in the library in relation to the cost of its upkeep. Some special commercial departments in public libraries have found that an index of this kind is well used.

In addition to having all the old maps of their localities which they can acquire, some of the larger public libraries have valuable collections of early atlases and maps of other parts of the world. These latter are also to be found in many of the university libraries of the country, together with the general series of modern maps which are necessary for student use. We should expect a university library's holdings of maps to be closely related to the teaching and research done in the institution concerned; the acquisition of special collections, however, sometimes results in a library having exceptional additional resources. The University of Leeds has benefited in this way; its collection of British county maps and atlases is very fine. Similarly the Birmingham Public Libraries possesses, also through the generosity of a private individual, a fine collection of early atlases of the world.

A number of important special collections are not immediately available to the general public, but their librarians will rarely refuse to answer a serious enquiry that it has not been possible to solve in public libraries. Among these collections are those of the Royal Geographical Society, the Ministry of Housing and Local Government and the Directorate of Military Survey, Britain. Libraries such as these contain many maps which have not been placed on general sale or recorded in published bibliographies.

Every assistant in a library should know some elementary facts about cartography. The conventional signs used on the better known series of maps should be understood. The scales on which maps have been constructed are usually expressed in one of two ways, as a simple fraction, or as (in Britain) so many inches to a mile or so many miles to the inch. It may be necessary, if one is comparing notes of two maps, to do a small calculation before it is clear which of the two is on the larger scale. Two convenient equivalents can usefully be borne in mind; 1 : 10,000 is roughly equivalent to six inches to a mile, and 1 : 1,000,000 approximates to fifteen and a half miles to one inch. These are, respectively, in British official terminology, medium and small scales; a commonly used scale between them is that of one inch to one mile, which is 1 : 63,360.

The representation of relief on topographical maps can be done in a variety of ways. A common method is to use contours and, if these are based on actual surveys, it is an accurate method. If the contours are based on spot heights and sketches, as is the case with some of those on certain of our Ordnance Survey maps, they are

likely to be less accurate. Relief can also be shown by hachuring, layer tinting and by point elevations. Sometimes two or more of these methods are used together on the same map.

A more difficult matter which may have to be faced is that of distinguishing between the projections on which maps have been made. Some atlases include illustrative examples of the various projections and it is to these, or to a monograph on the subject,¹ that anyone with no special knowledge of cartography should resort for further information. Mercator's projection, on which many maps were constructed in earlier years, gives, for example, great distortion in the upper latitudes and now has many new rivals, though it is still of great use to navigators.

The distinctions between various types of maps should be clearly understood. Cadastral maps show the boundaries of property and individual buildings; topographical maps show both the natural and artificial features of their area, i.e., the towns and roads, etc., as well as the hills, valleys and other such features. On the maps in atlases most of the topographical features are generalized.

Some of the principal sources of reference will now be discussed, beginning with atlases and continuing with series of sheet maps. To produce a large scale atlas of the world with newly drawn maps is a very large undertaking indeed. We have three works of this kind published since the end of World War II; all three are fine examples of their kind:

THE TIMES. Atlas of the world. Mid-century ed. Ed. J. Bartholemew. 1955-

TOURING CLUB ITALIANO. Atlante internazionale. Edizione del sessantennio, 1955-1956. 1954-

BARANOV (A. N.) and others, eds. Atlas mira. 1954.

Of *The Times* atlas only volume three, dealing with Northern Europe, has been published at the time of writing. Four further volumes are promised by 1959 to complete the work. This is the third world atlas published by *The Times*; the first, which appeared in 1900, was the work of German cartographers. Each volume of the new edition is to have an index of place names. These are usually given in the form used in the country concerned; important places which have a different, English, form of name have this English form added in parentheses. This means that in a bilingual country we may find as many as three names attached to one place. In most cases the size of type used for a place is an indication of its population. The scale of most of the topographical maps is 1 : 1,000,000; layer colouring is used to indicate the heights on

¹ Such as Steers (J. A.) *Introduction to the study of map projections*. 7th ed. 1949.

them. H. C. Darby has criticized the range of brown tints used, saying that three of them are similar to each other.² Because of this the idea of height is not so effectively conveyed as it was in the second edition.

The first parts of the Italian atlas actually appeared in 1954 ; its maps are inserted in a loose-leaf binder. We are promised a separate gazetteer. This atlas has a very large page size and a great deal of material has been placed on the maps of Europe. This new edition incorporates many changes resulting from linguistic and orthographic developments. Editions of the previous edition of this atlas have also been published in the Scandinavian countries.

The Soviet atlas consists mostly of topographical maps in which height is indicated by a series of pale colours. There are a few smaller scale maps indicating political divisions outside the U.S.S.R. The place names are all given in Cyrillic forms, which in itself must have meant a great deal of labour for the compilers. There is no gazetteer in this atlas, but one has been published separately to accompany it. This the present writer has not seen. Publication of a three volume atlas, entitled *Bol'shoi Sovetskii atlas mira*, edited by A. F. Gorkin and others, began in 1937, but only the first volume, containing mostly small scale maps of the world and the continents, together with some maps of the Soviet Union, is mentioned in the article on geographical atlases in the second edition of the *Bol'shaia Sovetskaiia entsiklopediia*. It seems, therefore, that the second volume was withdrawn in the U.S.S.R. itself. There is a useful pamphlet which translates for us the titles and legends of the maps in volume one of this work, *A translation of the titles and legends of the Great Soviet atlas, vol. 1*, by A. Perejda and V. Washburne (1940).

Two important atlases appeared in Germany before World War II :

ANDREE (R.) Andrees allgemeiner Handatlas. 8te Aufl., hrsg. von E. Ambrosius. 1930. 2 vols.

STIELER (A.) Handatlas. 10te Aufl. 1934- . 2 vols.

The dates of publication on the title-pages of both *Stieler* and *Andree* were changed in re-issues of these works. *Stieler's* atlas also appeared in a separate "international" edition with English and French title-pages. The edition recorded above does not include climatic or other specialized maps and is usually criticized for including too much detail ; in particular its maps are crowded with place names. All names are given in the language of the country concerned. *Andree's* atlas does include climatic, ethnographic and other special maps. Its physical maps are usually singled out for

² *Times literary supplement*, 6 May 1955, p. 231. See also the review by G. R. Crone, *Geographical Journal*, vol. 121 (June 1955), pp. 208-9.

praise ; on them both hachuring and altitude tints are used to show heights.

Good maps, albeit on a smaller scale in most cases, are, of course, included in several other atlases. Two recent British examples of this kind are

BARTHOLEMEW (J.) *The citizen's atlas of the world.* 10th ed. 1952.

The Oxford atlas, ed. Sir C. Lewis [and others]. Corrected reprint. 1952.

In the latter atlas, height is indicated on most maps by layer tints, while in the former this is only done on a few of the regional maps. In some cases *The citizen's atlas* has maps on a larger scale with more detail. *The Oxford atlas* includes some special purpose maps at the end. Both have gazetteers ; there being nearly 100,000 entries in the one appended to *The citizen's atlas*. There are special editions of *The Oxford atlas* with the titles, *The American Oxford atlas* (1951) and *The Canadian Oxford atlas* (1951) ; the same publishers also are starting a series of useful regional atlases with *The Oxford regional atlas of U.S.S.R. and Eastern Europe* (due to be published November 1955) ; this includes many special purpose maps as well as topographical maps on relatively large scales.

We must, of course, remember and use atlases of individual countries ; for our own we have such works as the *Ordnance survey atlas of England and Wales* (1922) on a scale of a quarter of an inch to a mile and the *Survey atlas of England and Wales* of J. Bartholomew (2nd ed., 1939) on a scale of two miles to one inch. Some foreign countries have atlases which include very many specialized maps of the countries concerned, maps of a kind not to be found in the British atlases just quoted. One of the best of these is the *Atlas de France*, publication of a second edition of which by the Comité National de Géographie began in 1951. The maps can be bought separately or the whole atlas purchased in a loose-leaf cover. The nearest approach to a work of this kind we have in Britain is the series of maps which are being produced by the Ministry of Housing and Local Government ; these are referred to later in this chapter. There are schemes for national atlases in both the United Kingdom and the United States, but in both cases little progress has been made at the time of writing.

The coastlines and sea-routes of the world have received detailed attention in *The mercantile marine atlas*, edited by G. Goodall (14th ed., 1952), whilst the *Oxford economic atlas of the world*, prepared by the Economist Intelligence Unit and the Cartographic Department of the Clarendon Press, gives reliable information in both pictorial

and tabular form. Many of the maps in the latter publication are on a scale of 1 : 1,000,000.

The enumeration of atlases restricted to special subject fields would expand the number of titles mentioned in this already overcrowded chapter. It must suffice to note that atlases of agriculture, economic products, geology, zoogeography, etc., exist.

Nautical maps and charts are a special type not usually bought in many British libraries, for they are less frequently required for reference purposes. Most of these are published by official bodies ; in Great Britain, the Hydrographic Department of the Admiralty, and in the United States, the Coast and Geodetic Survey and the Hydrographic Survey, are the responsible organizations ; their charts are not restricted to their respective coasts, but cover many parts of the world. There is a useful catalogue of the British series which is revised periodically : amendments to it appear in *Notices to mariners*.

ADMIRALTY. Hydrographic Department. Catalogue of Admiralty charts and other hydrographic publications. (Hydrographic publication, H.D.374.)

When atlases have failed us, it may often be necessary to consult loose sheet maps and, for lesser-known parts of the world especially, reference can often be conveniently made to sheets of the *International map of the world*, if they exist for the area in question. The first proposal for the drafting of a series of maps on a uniform scale which would cover the whole of the world was made in 1891, the details of the scheme were worked out in London in 1909, and the final form of the maps was fixed in Paris in 1913. The scale adopted was that of 1 : 1,000,000. Very many of the maps have now been completed and published, though there are still certain areas of the world for which no maps have, as yet, been prepared. In Great Britain they are the responsibility of the Ordnance Survey. Under the auspices of the American Geographical Society of New York, a complete set for Hispanic America was completed in 1945, though almost all of the United States itself has yet to be covered by maps in this series. A world aeronautical chart on the same scale, prepared by the United States Coast and Geodetic Survey, does cover all the land area of the world.

The Directorate of Military Survey of the British War Office (formerly known as the General Staff, Geographical Section) has prepared several series of maps which between them cover large areas of the world's land surface. Among these G.S.G.S. series (as they are generally known) is a 1 : 1,000,000 series covering Europe, Africa and Asia and the East Indies and a 1 : 500,000 series

for Europe. A number of areas are covered by maps on much larger scales. There is a useful guide to those which are on general sale, which is arranged by areas of the world and has key maps to show the coverage of various series

WAR OFFICE. Interim catalogue of maps published by the Geographical Section, General Staff. 1953.

For our own country, however, we make most frequent reference to the sheet maps of the Ordnance Survey. This governmental organization was first established, for purely military purposes, in 1791, and, though the scope of its activities has changed, its name has remained the same. Until April 1922 it also issued maps for Ireland, but since then Eire and Northern Ireland have published their own. Its new maps are recorded each month in its *Publication report*. Ordnance Survey publications are British government publications, but they are not included in the official bibliographies issued by Her Majesty's Stationery Office.

The best known series of these maps are those on the scale of one inch to the mile and there are various editions of them. Publication of a fourth, popular, edition began in 1922 and this series was completed. Some sheets of a revised fifth edition appeared between 1931 and 1939, and in this same period a relief fifth edition, with hill shading and layer tints was also begun. Neither of these series was completed and the relief edition was abandoned. The preparatory work for a sixth (new popular) edition was begun in the 1930's and the date 1940 appears on some of the maps, although the first sheets were not actually published until 1945. Meanwhile, during the recent war, some sheets of a "War revision" were issued on thin paper, with the lines of a grid heavily overprinted. This series has also been discontinued. The sheets of the sixth (new popular) edition are based, in southern England, on the fifth edition. The sheets of the northern half of England and Wales are based on the fourth, popular edition; they are provisional in form, i.e., not up to normal Ordnance Survey standards.

The sheets of this sixth (new popular) edition are slightly larger than those of its predecessors; one hundred and fifteen sheets of it cover England and Wales, in contrast to the one hundred and forty-six sheets previously needed. Some of the cartographical changes it shows are the use of the national grid (by this means a standardized system of reference to places on the map is possible which, it is hoped, will be generally adopted), the removal of the black symbols for woodlands, and the definite abandonment of the hachuring used on the relief edition. These maps are normally available in four different forms, on paper, flat; on paper, folded;

mounted on linen and folded in covers, and mounted on linen in sections to fold. In most libraries one of the two latter editions should be purchased, for the use made of these maps is generally considerable.

The first sheets of the seventh series were published in 1952 ; it is estimated that the publication of this edition will be completed in the early 1960's. This edition is based on a complete field revision ; some changes of colouring have also been made. The grid lines are grey, built-up areas are grey instead of black, the tree symbols are also grey and a lighter green has been employed.

Publication of the Land Utilization Survey maps began in 1933. They are based on the fourth edition of the popular series of the one inch maps just described. They show everything which appears on these latter, including the contours and, in addition, they show the use to which the land is put by additional, contrasting colours. They are said to be the most complete topographical maps ever published. Their size and numbering are the same as those of the popular series on which they are based. The series has been completed on the scale of 1 inch to 1 mile ; the maps are also all available in reduced form on a scale of $\frac{1}{2}$ inch to 1 mile. A series of descriptive volumes for the various counties of England, Wales and Scotland have been published by the Land Utilization Survey ; these can be used in conjunction with the maps.

Publication of another important series of maps began in 1945. These are on the scale of 1 : 625,000 (about 10 miles to an inch) and have been prepared by the Ministry of Housing and Local Government and the Department of Health for Scotland. The whole of England, Wales and Scotland is covered on two sheets, which placed adjacent to each other form a convenient size for wall display (5 ft. 6 in. by 3 ft. 6 in.). There are several different pairs of maps, each pair being devoted to a subject, such as roads, types of farming, electricity, population density, etc. These maps include much that is of topical interest and which is not available elsewhere ; revisions of them are prepared when necessary. The first of a series of explanatory texts to accompany these maps appeared in 1950. At the time of writing in 1955, 26 maps and four explanatory texts are available, with two additional maps and two explanatory texts in the proof stage. Both the maps themselves and these texts are published by the Ordnance Survey.

Those series of maps which have just been described are the principal small scale ones issued by the Ordnance Survey, though my catalogue has by no means provided an exhaustive list. There are useful series, for different purposes, on the scale of $\frac{1}{2}$ inch to 1 mile, as well as historical maps, such as that of Roman Britain, and special maps of London and other places.

Maps on the scales of $2\frac{1}{2}$ inches to 1 mile and 6 inches to 1 mile are known as medium scale ones. Publication of a series of maps on the scale of 1 : 25,000 ($2\frac{1}{2}$ inches to 1 mile) was begun in December 1945 and completed except for mountainous areas. Four colours only are used and the contours are given at 25 feet vertical intervals. The maps are very clearly drawn. Field boundaries are shown on these maps ; it is the first time this has been done on Ordnance Survey topographical maps.

The maps on a scale of 6 inches to a mile show every building, road and footpath and they also include street names. Those being produced at the present time are on new national grid sheet lines, either in a regular edition made from new surveys or in a provisional edition incorporating any revision material available. Very few libraries have all these for the whole of the country, it being more usual for a public library to have those of its own immediate neighbourhood only.

Maps on scales larger than 6 inches to 1 mile are known as large scale ones. Those on the scale of 25·344 in. to a mile (1 : 2,500) have been described as our chief national maps. With the exception of certain moorland and mountainous areas, they cover the whole of the country and they are the largest scale Ordnance Survey maps which do this. They show the area of all enclosures. They are not strictly cadastral maps, since the hedges, fences and other dividing media which they show are not always the true boundaries of property.

These maps were originally surveyed between 1858 and 1894, the first revision was completed by 1914. A second revision was begun in 1903, but was never completed. In 1928 revision began on an "ad hoc" basis ; some urban areas have been revised as many as four times.

A re-survey at the scale of 1 : 1,250 is being made of urban areas. 1 : 1,250 scale plans, and also consequential 1 : 2,500 scale plans and six inch maps, are being published for these areas. It is expected that the total programme of 37,000 plans on the scale 1 : 1,250 will be completed by 1963. Other areas will be overhauled at 1 : 2,500 and plans and maps will be published at that scale and at six inches to the mile. For some towns there are plans on the scale of 1 : 500, and for London there are 1 : 1,056 plans (60 inches to 1 mile) ; both these series now have inaccuracies and the new 1 : 1,250 survey will supersede them. The Ordnance Survey is leaving surveyors in the areas covered by the 1 : 2,500 and 1 : 1,250 maps, so that the latter can be kept continuously up to date. Revised editions are being published as soon as the amount of change justifies it.

In the last few years many towns and counties have prepared

surveys of and development plans for their areas and these have, in many cases, been published by the local authority concerned. Many of these contain excellent maps; useful bibliographies of them have been published.³

The Ordnance Survey publishes geological maps on behalf of the Geological Survey and it also issues a quarterly list of them. These maps are in four series as far as scale is concerned, the largest being on the scale of 6 inches to 1 mile, and the most used series being on the scale of 1 inch to 1 mile. The latter series is available in two forms, "solid" and "drift". "Solid" maps show the rocks underneath; "drift" maps show the material which has drifted above; that is, mainly the products of the Ice Age. For some areas only "solid" maps are available. Revised editions of both the six inch and one inch maps appear regularly, though some of the revisions of the six inch maps are not being published. Copies of these latter are deposited in London and Edinburgh for public inspection. Many of the six inch revisions which have been published deal with the coalfields. The pre-war bibliography of them is still of considerable utility.

List of the memoirs, maps, sections, etc., published by the Geological Survey of Great Britain and the Museum of Practical Geology, to 31st Dec., 1936. 1937.

More recent information must be sought in the *List of geological survey maps, 1 May 1955* issued by the Geological Survey.

Many foreign countries are also covered by series of topographical sheet maps and these are usually produced by governmental agencies in those countries. They will only be required by our largest geographical collections. Not all countries have such detailed maps as our own; for example in the United States the 1 inch to 1 mile series of the U.S. Geological Survey (the equivalent of our 1 inch to 1 mile Ordnance Survey topographical maps) only cover about one-half of that country.

Since maps are often omitted from national bibliographies and since many countries do not publish separate bibliographies of them, they are often difficult to trace. *New geographical literature and maps* (1951-), issued by the Royal Geographical Society every six months, is a particularly valuable guide. This publication lists all the current maps and atlases added to the library of this society and, in addition, it provides a selective index to new geographical litera-

³ "Planning surveys and reports prepared since 1939". Revised ed. 1950. (Ministry of Housing and Local Government Library, Bibliography no. 45.) New edition in preparation. There is also a list in *Town and country planning, 1943-1951: progress report by the Ministry of Local Government and Planning* (1951, British parliamentary papers, 1950-51, vol. xx, Cmd. 8204). The Library of the Ministry of Housing and Local Government also revises its "List of published approved development plans" (Bibliography no. 27) about three times each year.

ture in both book and periodical form. There is also a section of the *Library of Congress catalog* entitled *Maps and atlases* (1953-). This appears semi-annually with annual cumulations. The entries in this publication are arranged by geographical areas, these areas being in alphabetical order. There is a subject index. Both the bibliographies described in this paragraph are international in character. The 1954 volume of *The English catalogue of books* has an appendix listing maps and atlases ; this is the first list of its kind.

A problem that not infrequently presents itself in libraries is that of discovering the name of the country in which some little-known town or city is situated. It may be, perhaps, that a local British firm has received an order from such a place abroad and is anxious to identify its country of origin. Strangely enough it is not always easy to do this !

Our first resort will often be to gazetteers of the world, or better still, if we know the country and merely wish to localize the place, to a gazetteer of the country concerned.

The most comprehensive world gazetteer is

The Columbia Lippincott gazetteer of the world, ed. L. E. Seltzer. 1952.

which contains some 130,000 entries, and which is reported to contain the names of five non-existent towns as a trap for plagiarists ! This is, as a reviewer says,⁴ the most authoritative gazetteer in the English language, though he is able to point out a few errors in it and to regret that the editors, instead of giving " the official forms of names officially written in Roman alphabets " as the main entries, have used the English name when a place has one, with the foreign name in brackets. In another review of the gazetteer, in the October 1952 issue of *Subscription books bulletin*, the results of a comparison between some entries under the letter " F " in this work and those in the eighth edition of the *Survey gazetteer of the British Isles* (1932) are given. A large proportion of the entries in the latter are not in the former, for the *Survey gazetteer* . . . includes such places as country seats and hunting lodges, which one would hardly expect to find in a gazetteer of the world.

Useful works on a smaller scale are

CHAMBERS (W. & R.) LTD. World gazetteer and geographical dictionary, ed. T. C. Collocott and J. O. Thorne. 1954.⁵

Webster's geographical dictionary. 1949.

Chambers is on a smaller scale than *Webster's* ; the latter includes some 40,000 place names. Both works have been prepared with the

⁴ *Geographical journal*, vol. 119, part 2 (June 1953), pp. 233-34.

⁵ Published in America with the title, *The Macmillan world gazetteer and geographical dictionary*.

needs of English-speaking persons in mind and consequently they are not strong for certain parts of the world. *Chambers* includes some brief historical information under some of its headings ; it also has a separate index of the variant forms of names. The gazetteers appended to the larger atlases of the world which have been mentioned earlier in this chapter may also be consulted. Gazetteers of the world, and those of special countries, can be supplemented by many other sources, such as foreign trade directories, and railway time-tables.

Two of the specialized agencies of the United Nations, the Universal Postal Union and the International Telecommunications Union, are responsible, respectively, for

Dictionnaire des bureaux de poste. 5e éd. 1951.

Nomenclature officielle des bureaux télégraphiques ouverts au service international. 18e éd. 1946.

The former includes some 300,000 names. Since the publication of the main alphabet of the list of telegraphic offices in 1946, many supplements have been issued. Neither of these lists gives the exact locations of places, they merely indicate their countries and sometimes their provinces, states or counties.

The gazetteer of the British Isles which includes the most information also has a small atlas bound with it

Bartholomew's survey gazetteer of the British Isles. 9th ed. 1943.

The Ordnance Survey has also published a *Gazetteer of Great Britain* (1954) which quotes the appropriate national grid reference for each place.

In an endeavour to anticipate enquiries, some librarians of commercial libraries have started special indexes to place names which do not appear in the usual sources and of place names which have changed. When an enquiry for some out-of-the-way place which is not either in the usual sources or already in this special index is tracked down, an addition is also made to this index.

Both foreign geographical terms and place names have been translated and transliterated in many different ways. Because of these difficulties, the Royal Geographical Society set up a Permanent Committee on Geographical Names for Official Use in 1921. This body has published a series of glossaries of the terms found on maps from individual countries and it has also issued occasional lists of place names for a few particular countries.

It is not possible, in a book such as the present one, to give more than a few comments about the scope and value of early maps and atlases. We have seen, however, that some of the country's larger libraries have extensive collections of them, and

assistants in smaller libraries may easily come into contact with such items, especially those of local interest. Early cartographers had not, of course, the scientific knowledge and equipment of their modern successors, and if we require an accurate picture of some part of our country in the past, we may well turn to a modern map of early conditions, rather than to a contemporary one. Similarly, modern historical atlases will often serve us better than old maps of the world and its parts. In earlier years, as at present, we shall find a good deal of transference of individual maps from one atlas to another, and that many maps first published separately have been incorporated into atlases, and vice versa, perhaps with additions. Thus the bibliographic problems that arise are complicated and much detective work with loose maps is often required. The most comprehensive printed listing of atlases is that given in the catalogues of the Library of Congress:

U.S. LIBRARY OF CONGRESS. List of geographic atlases in the library, by P. L. Phillips. 1909-20. 4 vols.

The first two volumes are the basic work and the material in them is listed by geographical area covered. Volume 3 is a supplement of works acquired by the Library of Congress in 1909-14, and volume 4 covers 1914-20; a further supplement is in preparation.

As in many other fields of knowledge, we find that important early material which is not generally available in its original form has been reprinted in modern times. An important example of this kind of work is the *Monumenta cartographica* of F. C. Wieder (1926-29, 5 vols.) which, although published at the Hague, has critical and bibliographical notes in English.

The atlases of our own country published before 1861 are listed chronologically and their contents analysed in

CHUBB (T.) Printed maps in the atlases of Great Britain and Ireland, 1579-1870. 1927.

This work also includes a useful historical introduction and gives us some biographical material about the map-makers, engravers and publishers themselves. Many of the important early atlases of our country were first published on the Continent. Two of the most famous of those produced in our own country are those of Christopher Saxton (1st ed., 1579) and John Speed (1st ed., 1611); both of these went through many editions and the individual maps in them (which were not all the original work of the cartographers concerned) were used by many later cartographers.

A number of atlases not recorded by Chubb are listed in *The Harold Whitaker collection of county atlases, road-books and maps presented to the University of Leeds*, by H. Whitaker (1947); this work is

arranged on the same lines as *Chubb*. Whitaker has also prepared, and has in preparation, separate bibliographies of the maps of certain counties; these supplement the two works just cited. The latest to be issued at the time of writing is

WHITAKER (H.). A descriptive list of the printed maps of Northamptonshire, 1576-1900. 1948.

A great deal of information is repeated in all these volumes, for a large proportion of the items catalogued are atlases of England and Wales which are quoted for each county in turn. One of these volumes dealing with specific counties has, then, also a more general interest. The introductions to these volumes by Whitaker are useful short accounts of the growth of British cartography.

REFERENCES

Mention has been made elsewhere in this book of the importance of guides to the literature of special subjects. In our present subject field, *Aids to geographical research* by J. K. Wright and E. T. Platt (2nd ed., 1947), is an invaluable work for librarians. Its introduction should be read carefully and its sections on atlases and gazetteers should be compared with what I have written.

General works on maps, which include bibliographical information

Winterbottom (H. S. L.) A key to maps. 1936.

Mostly about the Ordnance Survey; includes a good account of projections.

Raisz (E.) General cartography. 2nd ed. 1948.

Jervis (W. W.) The world in maps. 1936.

Contains, *inter alia*, a chronological list of atlases.

Hinks (A. R.) Maps and survey. 4th ed. 1942.

Additional information is included in an addenda, otherwise this edition is a reprint of the 3rd, 1933.

Specifically bibliographical accounts

Thiele (W.) Official map publications. 1938.

The first half is historical; the second describes the mapping services of different countries. Includes a reference list of maps published by the United States Government.

Olsen (E. C.) and Whitmarsh (A.) Foreign maps. 1940.

Includes foreign language glossaries, descriptions of the mapping agencies of different countries, and reproductions of specimen maps.

Arden-Close (Sir C.) Geographical byways, and some other geographical essays. 1947.

Chapter 10: the international map of the world, pp. 108-118.

The maps of the Ordnance Survey are described in more detail in three pamphlets issued by the Survey, *A description of Ordnance*

Survey small scale maps (1955), *A description of Ordnance Survey medium scale maps* (1955), and *A description of Ordnance Survey large scale plans* (1954). Students can also consult "New medium and small scale maps of the Ordnance Survey" by G. Cheetham, *Geographical journal*, vol. 107 (May-June 1946), pp. 211-24 and "The post-war programme of the Ordnance Survey of Great Britain", *Empire survey review*, vol. 57 (July 1945), pp. 93-102. H. C. Brookfield has included some interesting criticisms of Ordnance Survey maps in his essay on "Cartographical appreciation"; this is a chapter in *Map interpretation*, by G. H. Dury (1953) and is on pp. 180-196.

Historical accounts

Lynam (E.) British maps and mapmakers. 1944.

Bay (J. C.) The history and technique of map-making. *Bulletin of the New York Public Library*, vol. 47 (November 1943), pp. 795-809.

Care, recording and exploitation in libraries

Ristow (W. W.) The library map collection. *Library journal*, vol. 67 (15 June, 1942), pp. 552-55.

Ristow (W. W.) Maps in libraries. *Library journal*, vol. 71 (1 September, 1946), pp. 1101-07, 1124.

This is a bibliography; most of its entries are for items dealing with cataloguing and classification.

Boggs (S. W.) and Lewis (D. C.) The classification and cataloguing of maps and atlases. 1945.

Explains projections, gives schedules of a classification, etc.

Lee (R. J.) English county maps: the identification, cataloguing and physical care of a collection. (Library Association pamphlet, no. 13.) 1955.

A detailed study of all the works listed above will rarely be necessary, the majority of the books being needed for reference purposes only. Some of them are offered as alternative sources of information, in case the student has not access to others in the list.

CHAPTER 15

DEALING WITH MORE DIFFICULT ENQUIRIES

When one is first presented with a question, it is not always easy to tell how long it will take to produce the answer. If the enquirer asks the question verbally, it will usually be advisable to consult any sources of reference which, after a little thought, occur to you as likely to contain the answer and which are also reasonably accessible. If these works are on the open shelves of your library, the enquirer will often accompany you on your search and help you to examine them. It may be that you feel sure that the information you are seeking is easily accessible, although it seems to elude you at the beginning of the search. For this reason—and also if the reader states that he needs the answer as quickly as possible—it may be wise and necessary to continue the search and to embark at once on the systematic examination of various kinds of material as described later in the chapter.

If, however, obvious sources fail, and on reconsideration it appears to be a more difficult enquiry than you imagined, it may be wise to ask the enquirer to leave his question with you. You will often be able to say that you expect you can answer his enquiry, or that you have reasonable chances of doing so, but that it may take some little time, and that you will either arrange for the works which prove to contain the information he requires to be sent to him, to be ready for him at a certain time on a certain date, or that you will write or telephone to him. Before he goes, however, it is most important that you complete your conversation with him by asking a few further questions about his enquiry.

You must obviously clear up in your mind, if you can, any doubts which you may have about the nature of the enquiry itself. You must make sure that you know exactly what his query is and also find out, if it is not apparent, into what larger subject field the enquiry falls. You should also find out if the reader has already consulted privately any works which deal with the subject, or if he knows the names of persons who have investigated and perhaps written about it. With many queries you will, too, be able to find from the enquirer that only publications issued after a certain date will be of use to him; if there is any time limit of this kind it should be discovered. If you are told why the answer is required, it will often throw fresh light on to the exact nature of the query itself and make it easier to answer. It is, however, not always

diplomatic to ask this question and, on occasion, it may be most unwise. If eventually you fail to produce the answer in your own library and you propose to write to some outside source, it may be necessary to ask "why" then, if you have not already done so.

In a small library there will be less occasion to ask an enquirer to leave a query with you, for in many cases you will be able to exhaust the resources of your library while he waits. There will, however, still be a variety of occasions when you will need to make a note of his name and address and to make arrangements for communicating with him. The book you require to answer his question may be in the lending department of the library and be out on loan, you may wish to consult another member of the library staff who is not on duty at the time, or you may promise to try to obtain the required information from outside sources.

When accepting what appears to be a difficult enquiry in a larger reference library, it is reasonable to ask the enquirer how urgent his request is. Even if you have no other similar enquiries on hand and are free to pursue his question when he leaves, you cannot be certain that he will not be followed immediately by someone else with another equally difficult problem. The largest libraries, with several persons available for answering such questions, sometimes find that they have more difficult questions than there are persons to work on them. In these cases a system of priorities must be worked out, and this will be largely related to the urgency of the enquirers' need. It is best, though not always possible, to allow one member of the staff to work unhindered on a difficult enquiry, for, if the search is made in this way, it is likely to be done more systematically and thoroughly than if the person concerned is continually interrupted. There will be occasions when a difficult enquiry is presented that is also very urgent, more urgent than the matters that are being dealt with when it arrives; in that case, of course, other work has to be suspended, and all available personnel may be required to join in a co-operative effort to solve the new problem. Such crises are particularly common in special libraries.

It is impossible to work out a single plan of attack suitable for all the difficult enquiries received by a reference library. If, however, a query is proving recalcitrant, it will almost certainly be necessary to stop your search at some point and to make an objective examination of the *kinds* of books you have been using. It is hoped that the following outlines of procedure may be of use if such a check is being made; these outlines are not necessarily to be followed in the order in which they are printed. When studying them it should also be remembered that they call for the

use of printed material which may only be available in large or specialized reference libraries.

If our library is closely classified, we should often begin our subject searches by seeking out the appropriate place in the classification and consulting the works on the shelves at and near that place. We may know the classification number; if we do not and if our library has a classified catalogue, we can usually find it from the index there; alternatively, we can consult the index to the printed classification scheme. If there are alternative places, we should, of course, consult all of them. In small and medium-sized libraries in particular, this will often be the first step to take. Unfortunately a number of the largest reference libraries in Britain are not closely classified; in them one has usually to begin with the subject catalogue. Consultation of the latter would often be a second step in a closely classified library, after an unsuccessful visit to the shelves.

If the subject catalogue is classified, we should consult it first at the specific number for the subject in question to see if the library has a monograph or a pamphlet on the subject. Even if we have already visited the shelves of a closely classified library, this will be necessary. Volumes may have been removed from those shelves or added entries may be present in the catalogue. We should also look back in a classified subject catalogue to see what works the library has on the larger subjects which comprehend the topic we are investigating.

If it is a dictionary catalogue we are consulting, we should first go to the specific subject heading. If the works listed there do not appear suitable, we should consider following up any "see also" references which are given. We should also consult headings which comprehend the specific one; i.e., if we have not, for example, been satisfied by the items listed under "Plough", we shall need to consult those entered under "Agricultural machinery". In most dictionary catalogues there will be no references from smaller subjects to larger ones. If we find no works and no references under the heading which we considered was the proper one, we must consider whether, perhaps, some alternative heading has been used. If a library is classified and has a dictionary catalogue, it will sometimes be useful to check the shelf-list.

Let us consider a reader asking to see what literature in book form a library has on the subject of nomadic life. The reader says that he is not particularly interested in any one nomadic group. (Much of the literature of this subject will, of course, deal with particular nomadic groups.) A dictionary catalogue may not reveal much under "Nomads"; it may have more under "Gyp-

sies", a related and still fairly general heading. The *Subject-index of the London Library* vol. 3, 1923-38 (1938) in fact refers from "Nomads" to "Ethnology", "Gypsies" and "Migration of races".

Some of the more general works may be brought to light, perhaps, by consulting "Society, Primitive". Alternatively, if the library is classified, consulting the shelf-list or, preferably, a visit to the shelves themselves, will reveal which of the books on primitive society have material on nomads. Here it may be found that a work like D. Forde's *Habitat, economy and society* (5th ed., 1946) may meet the reader's needs. These procedures may not exhaust even the general accounts of the subject in book form, for some of them may be elsewhere. *Economic geography*, by C. F. Jones and G. G. Darkenwald (Rev. ed., 1954), for example, contains a chapter on "Nomadic herding" which concludes with a bibliography.

In the card catalogue of the Library of Congress there are a number of entries under "Nomads", but they are principally for books not likely to be widely held, many of them being in French. This catalogue gives us a "see also" reference to "the names of nomadic tribes, e.g., Bedouin, Kirghiz, etc.". It is interesting to note that *The Columbia encyclopedia* says that "Formerly efforts were made to generalize about nomads and find a common denominator among such diverse cultures as those of the North American Indian hunter, the Bedouin of Africa, and the roving gypsies, but these have largely been abandoned in favour of studying each culture as a unit."

Whatever kind of catalogue the library has, it is most important that reference assistants should master the principles on which it has been constructed, and also be familiar with the types of cross-references given and with any special idiosyncrasies it may have. This search for an individual monograph or pamphlet on a specific subject or for an adequate account in some more comprehensive work is not always the best way to attempt to answer a subject enquiry, but it frequently needs to be done, even if at a later stage in the search. In a large reference library it may take some time to do. The possibility of a library having such a work should always be considered; it is easy to assume that the subject is either too recondite or of too recent origin for the separately published works in a library. If you do this, and then later discover that your library does possess such a book and that the work would have been adequate for your purpose, you should be suitably humiliated!

It should be mentioned that in the larger reference libraries the consultation of the works on the subjects which comprehend the one in which you are interested might be too great a task for it to be done with any thoroughness, at least at an early stage in the search. It often becomes a question of seeking out

the best of these books ; and reference to doing this is made below. The other sources which we can consult are now to be listed separately ; those which are mentioned first are ones which we can try if we have no reason to suspect that the information required has only recently been published. If we know, or have good reason to believe, that the information is of recent origin, we should give a different priority to these sources.

(a) General encyclopædias, dictionaries and quick reference books. These will, themselves, answer satisfactorily a number of enquiries. They may help by setting us off on the search for the answer to a more difficult query. Encyclopædias are the most important books in this connection ; the bibliographical references that they include will often be of use to us.

(b) A more specific work of reference. We may, for example, find a biography of a composer in a general encyclopædia, but we should expect that there would be a fuller account in Grove's *Dictionary of music and musicians*. This additional information will not invariably be there, for there are, in some of the larger encyclopædias, monographic accounts of subjects which cannot be bettered in more specific reference books ; in some cases, too, the general encyclopædias will provide more up-to-date information. We shall, however, find in these special reference works many articles included on subjects which are not given separate treatment in the general encyclopædias. The names of the best known of these special reference books in the English language should soon become familiar to an assistant who has worked for a short period in a general reference library. In libraries both large and small they are usually on the open shelves ; in the larger reference libraries they are usually accompanied by some of the foreign counterparts. If you do not know the name of the specific works of reference in any particular field of knowledge, you should be able to find those your own library has with the help of either the classification scheme or the catalogue, or perhaps by both of these means. Alternatively you can consult *Winchell*, *Malclès* or *Minto*. *Winchell* has the great advantage of having useful annotations appended to its entries. *Minto* lists many items not in *Winchell*, this being partly due to its different scope and partly due to its being of British origin, so that it is still a useful work. *Schneider* may help us with the names of some of the Continental reference books which are not so well known here.¹ Library cataloguers and classifiers need to refer frequently to cataloguing rules, to lists of subject headings and to the schedules of classification schemes ; similarly, reference librarians need often to consult such works as those of *Winchell*, *Malclès*, *Minto* and *Schneider*. An exception to this rule may be

¹ Though it does not list many reference books on special subjects.

made in small reference libraries where the staff can easily know all the specialized reference books which are available and where the consultation of *Winchell* would probably only show additional titles which were not available in the library in question. The larger the reference library, the more confident one will be that the works listed in these bibliographies of reference books will be available.

(c) A comprehensive treatise on a field which includes the subject in question. This category includes works like *A history of English law*, by Sir W. S. Holdsworth; *A history of the expansion of Christianity*, by K. A. Latourette; the volumes of the *Oxford history of English literature*; the volumes in the *Victoria history of the counties of England*; and the larger handbooks and treatises on scientific subjects. You may be personally acquainted with a relevant work of this kind; if you are not, it may or it may not be easy to trace the most suitable works. There is no general bibliography which lists them all, though some have been included in *Minto* (*Holdsworth* is there), *Malclès* and *Winchell*; subject bibliographies will often draw our attention to them. The larger a reference library is, the more of these works it will have. Sometimes these works will answer our queries for us, and often they will give us fresh clues. When using a work of this kind for the first time or when consulting one after a lapse of some time, it is often wise to study its methods of arrangement. Many of these works are in several volumes. Some have cumulative indexes, some have indexes to the individual volumes only, while in others the table or tables of contents may guide us quickly to what we require. Most of these works contain bibliographical references; if they are given, it is important to discover whether they are gathered together at one place in the work, partially dispersed at the ends of the chapters, cited in the text itself, or given as footnotes to the pages.

(d) A separate bibliography of the appropriate subject field. Such a bibliography may list a book, pamphlet or periodical article on the subject of the enquiry itself. You may, of course, have traced such bibliographies if you have taken all the steps enumerated above. You may have found those in your own library through the catalogue and the classification scheme (if bibliographies are classified away from treatises and monographs on subjects, as in the Dewey and Library of Congress schemes, you must consult that special section of the classification). You will probably have found some bibliographic references in encyclopædias and comprehensive treatises which, if not providing answers to your problem, will suggest further possibilities. *Winchell*, *Malclès*, or *Minto* may have listed suitable bibliographic works (a number of individual subject bibliographies are listed in these works, though the principles on which they were selected is not clear). You may

now try to find if there are other bibliographies, and you will probably begin with the bibliographies of bibliographies described in chapter 6.

Unfortunately, however, there is a great deal of knowledge in print which is not accessible through bibliographies, so that even in the largest reference libraries there are limitations to this approach. In a small reference library there are graver objections to it. If the name of a specific bibliography is found, that bibliography will probably not be available; if it is available or if it is borrowed or consulted elsewhere, the most suitable references in it probably also will not be available. Nevertheless this is often an important part of a search; it may, for example, mean that we shall trace and use printed subject catalogues of libraries specializing in the field with which we are concerned.

(e) General subject bibliographies. In this category a number of different kinds of works may be included, all of which, however, have one thing in common; they list works on many subjects of knowledge and are either arranged in subject order or have subject indexes. Firstly there are the subject catalogues of the great libraries described in chapter 6. The main thing to remember when consulting these is that it is most unlikely that either of these works uses the same subject headings as those used in your own library. They are more useful in small reference libraries than bibliographies of bibliographies; if they do refer to works which are not immediately available, it may be possible to obtain those works, or for the enquirer to consult them elsewhere. You are potentially only one stage away from the answer; whereas if you have traced the name of a suitable bibliography, you are two stages away. There is, of course, the difficulty that you cannot be certain, having found entries for works which sound hopeful, that those works will, in fact, contain the information you require. In a large reference library these subject catalogues will occasionally bring to light works which are in your own library, but which you have so far been unable to trace. Your own cataloguers may have chosen a heading which you have not consulted or perhaps these large printed catalogues have included analytical entries for items which have not been catalogued separately in your own library.

The book trade bibliographies, such as the *Cumulative book index* (which, as we have seen, has subject headings as we librarians understand them) and the various British publications listed in chapter 9, as well as the bibliographies of government publications, can be used as general bibliographies. In a small reference library great reliance has to be placed on them as sources of information. Sonnenschein's *Best books* can also still be used, though not as a guide to recently published works. All the sources listed in this

group (e) will for the most part refer us to separately published books and pamphlets only.

If all the possible sources of information listed above have failed, we can then consider searching bibliographies which are devoted wholly or principally to indexing or abstracting articles in periodicals. If our enquirer says that he is interested in having the latest available published information on the subject of his enquiry, or if we have reason to believe that the subject itself is a new one, we shall often begin our search by following the procedure outlined below, and we shall only revert to the sources (a) to (e) afterwards, if it is necessary to do so.

(f) A specific abstracting or indexing service which includes references on the subject of the enquiry. Such sources will not, unfortunately, often be available in small reference libraries which are general in character. They do form an important part of the holdings of both large general and specialized reference libraries. *Winchell* lists the titles of many of these publications; special bibliographies of them have been cited in chapter 8. It is important to remember that not all fields of knowledge are covered by serial bibliographies. Their methods of arrangement and their indexes differ widely, and considerable care has to be taken even by experienced reference assistants if the best use is to be made of them.

In some fields of knowledge different publications of this kind overlap, and we can often use several of them to advantage. This may be due to different degrees of specificity. We may, for example, make use of the abstracts in the *Summary of current literature* issued by the British Cotton Industry Research Association; many of the abstracts therein are reprinted in the *Journal of the Textile Institute*. There are also abstracts on cotton in the abstracting services which cover the whole field of chemistry (there are different ones published in several of the larger countries of the world), as well as other more specialized abstracts such as the *Notes on current literature* in the *Empire cotton growing review*. The items enumerated so far do not exhaust the possibilities, for other specialized bibliographies dealing with this subject are prepared abroad.

Special librarians must obviously know intimately those dealing with their own and related subjects; reference librarians in the larger general libraries will have available a number of them on many different subjects. The majority of serial bibliographies published deal with subjects in science and technology, though there are many such covering other fields of knowledge. In several cases the abstracting services go back many years and their use is then not confined to tracing recently published information. They may index a periodical article on some subject which

appeared, let us say, at the end of the nineteenth century, and we may be unable to find anything else on that subject.

(g) "Year's works" dealing with specific subjects. The bibliographies included in class (f) usually either index without comment or give brief summaries of the contents of the items they include; in either case there is rarely any critical comment. In recent years there has been an increase in the number of periodical publications which survey the writings in one field of knowledge in a different way. These are often published annually, and the particular subject of knowledge with which any such work deals is usually divided into smaller portions; these are the subjects of chapters written by specialists. The smaller subjects included in any one work of this kind may or may not vary from year to year; if they do vary, individual chapters will sometimes cover the writings of more than a year. Most, but by no means all, of these publications are concerned with natural and applied science; there is already, unfortunately, some overlapping between them. Not all of the chapters in them are written in a critical fashion; some of them approximate to bibliographies with descriptive annotations, except that their textual matter is usually continuous. There is no work of reference which lists them all, though some are recorded in *Winchell*, in the *Index bibliographicus* and in other works recorded in chapter 8. In our search for a specific bibliography of a subject, (d), we may have found references either to indexing services, abstracting services or to volumes of the "year's work" type. There are also a number of scientific periodicals which publish review essays of the kind which form the chapters of "year's works" or "annual surveys", though in them we cannot tell when any particular subject will be dealt with, and we have to trace them through publications of the kind dealt with in (f). As with the publications in class (f), "year's works" will usually direct us to articles in periodicals, though in fields outside science and technology, in the *Annual survey of English law*, or the *Year's work in English studies*, for example, we shall find many references to books. Small general reference libraries rarely have these publications.

(h) General indexes to periodicals. The uses and limitations of the best known works of this kind have been described in chapter 8. In large reference libraries one of the principal uses will be for seeking information on subjects not adequately covered by bibliographies of the kind included in groups (f) and (g). In such a library we can look in them with some confidence that, if we find suitable references, we shall be able to refer to some, if not all, of them. Many of the periodicals indexed in works of this kind are taken and bound by larger general reference libraries.

(i) Indexes to individual periodicals dealing with our subject.

The bibliographies in classes (f), (g) and (h) will often only record the major contributions in the journals which they are indexing or abstracting; they will usually ignore many smaller notes, so that while the major articles in periodicals such as *Nature* and *The economist* may be indexed in more than one of these bibliographies, we often need to refer to their own indexes for the fuller entries which are given there. When we are making a search for information on a specific topic, it seems sensible to examine the best known journal or journals on that topic, especially if they are well indexed. Cumulative indexes covering several years, if they exist for the periodicals we are consulting, are especially valuable. D. C. Haskell's bibliography of these has been referred to in chapter 7. If, in a large library, there are many journals which might conceivably contain the answer to an enquiry, a good deal of discretion is needed in searching in this way. It is also necessary to do this kind of searching when there are no specialized abstracting or indexing services available, and when the general indexes to periodicals that one has do not cover adequately the periodicals on the subject in question. If you have reason to believe that the information required has only been published very recently, it may be necessary to examine the latest individual issues of certain periodicals for which there will usually be no indexes available.

The outline given above records some of the steps which one can take to solve many kinds of difficult enquiries. It is, of course, not suitable for a search for information about a recent or forthcoming event, or for some other matter which is unlikely to have been recorded other than in newspapers and the news columns of periodicals. The kinds of reference works we use in such cases have been described in chapter 4.

In chapter 6 mention was made of articles by R. Swank on the relative values of bibliographies and subject catalogues as points of departure in searches for information. This question has since been examined by several other writers. Some interesting references to this topic will be found in *The subject analysis of library materials*, edited by M. F. Tauber (1953). This work also contains some comment on the limitations of dictionary catalogues from the reference librarian's point of view. In the chapter entitled "Reflections and observations on subject analysis: the research user" by Professor A. T. Hazen (pp. 191-195) the author describes the varied sources he needed when doing some research into the early history of English paper-making. Professor Hazen says that, quite properly, most of the items he needed to consult did not appear in the catalogue. His project was, however, something more than a reference question.

If we have a difficult enquiry, it may, then, be necessary to

pause when the more probable sources have failed and map out a more systematic plan of search, perhaps using the categories of material described above. A patient, exhaustive search does not, however, absolve us from using our ingenuity. Most enquiries of the kind now being considered can be approached from several angles and we may have to go over the whole ground more than once. There are two fresh approaches which can be used with many questions when a search for information on the subject itself has failed. We may be able to find the information by consulting works about persons connected with the subject (what may be termed the "biographical approach") or we may be able to find the answer in writings on a particular locality (the "local" approach). These are only two of the possible ways in which we can vary our searches, there will often be others. Nor is it always possible to consider biographical or topographical aspects of an enquiry; these two approaches have been mentioned because many excellent and detailed works of reference are available for them.

At the end of such a search as has been described, we may have found our answer, we may be left with a reference or a number of references which might contain the answer but which are not available in our own library, or, alternatively, we may have drawn a complete blank. If we have a reference that will almost certainly contain the information we need, we can justifiably endeavour to obtain that work by borrowing it from another library or perhaps asking some other library to extract the information for us. We should not rule out the possibility of our buying the work itself for our own library. If there is any doubt about the usefulness of our references, we should usually not endeavour to borrow them but should write to the library which would most probably have the works in question, explaining the nature of the enquiry and quoting the references we have found. It is often advisable to show these references to your enquirer before approaching outside sources; he himself may be able to tell at once which of them will be of use to him.

The question of how to proceed when one's own resources have failed is a very large one and might reasonably be itself the subject of a small book. It is, however, a book which will never be written, for if it were adequate it would have to detail the specialized libraries and other sources of information of our country (with, possibly, mention of those abroad), showing how willing they were to answer enquiries from outside and how capable they were, as well as commenting on how long they take to answer different kinds of enquiries. Suffice it to say here that a number of the most important libraries of our own country are willing to do this

work for others, and that others, unfortunately, are not so helpful. This may be because they are private institutions or learned societies whose services are restricted to their members. In many cases there will be three possibilities. One will be to approach a library in one's neighbourhood which has better resources than one's own, another will be to write to one of the national specialist collections in the particular subject field or to one of the largest general collections in the country: a third will be to use the machinery of the regional library bureaux and the National Central Library. Communicating with a better collection in one's own neighbourhood is frequently worthwhile: the greater reference collections in the provinces handle such work as a matter of course and, in some towns, such as Sheffield, there are co-operative schemes in operation which make easier an approach to specialized sources of information in the district. It is not always easy to decide whether to approach a specialized library or a large general library; both usually have material on which to draw which the other has not, and the decision must depend on one's knowledge of the libraries involved. A subject enquiry forwarded to a regional library bureau and possibly from there to the National Central Library may eventually reach a better source than one knew of one's self: this, however, may take some time. In London, with its wealth of libraries, a number of possibilities may present themselves. Many arrangements, both formal and informal, exist between groups of libraries there.²

Approaching sources outside one's own collection does not always mean approaching other libraries. There are other specialized bodies, such as development councils, trade organizations, and some societies, who advertise that they are sources of information in their subject fields. They can usually draw on the knowledge of specialists, though it must be said that many of the best of them do have good libraries and make great use of them, although their answers to enquiries may not be signed by their librarians. Some of these bodies co-operate with the National Central Library. If one's library is a member of Aslib (the Association of Special Libraries and Information Bureaux), the latter organization may be able to pass the enquiry on to an appropriate source of this kind.

Many libraries can call directly on specialists for their help. In research institutions where the library works hand in hand with specialists, many enquiries will reach the library from various

² "An enquiry into co-operation" by R. Staveley, *Journal of documentation*, vol. 5 (September 1949), pp. 69-97 gives examples of such arrangements, though it is mainly concerned with acquisition problems. See also K. G. Hunt's *Subject specialisation and co-operative book purchase in the libraries of Great Britain* (1955).

sources which cannot be answered by the members of the library staff without spending a considerable amount of time searching through the library's collections. Sometimes one of the specialists on the premises will know the answer, and if there is a reasonable chance of this being so, obviously the best thing to do is to enquire of him, once you have made sure that the question will take a great deal of time to answer in the library. Many special libraries have persons with specialist knowledge on their library staffs, but they can rarely have enough of these to cover in detail all the subjects with which their particular libraries deal. Most of the larger public reference libraries and some of the smaller ones have been of sufficient help to some specialists in their locality for the latter persons to be only too willing to help when the library is in difficulties with an enquiry about which they have specialized knowledge. It may be possible to enlist them formally on to a "panel of experts"; often it will be better to approach them informally when the occasion arises. They may not always be able to give you the answer you require and you will not always expect this of them. You may be very gratified if they will explain to you the exact nature of the enquiry you have. University libraries can usually, in the same way, draw on the expert knowledge of their teaching staffs, though here again this should only be done if the information proves difficult to find in the library. It has to be admitted that if one has no specific knowledge of the subject matter of a difficult enquiry, it can sometimes be a long and tedious task to extract the information out of a large reference library; sometimes after such a search one fails. Usually one cannot tell what the results of one's searches will be; occasionally we shall have great successes and produce information which is as good or better than the advice tendered by persons with specialist knowledge; at other times, use of the library will be a cumbersome approach.

Perhaps an illustration of a failure will be salutary. We were asked on the telephone to state what the anthropologist Bronislaw Malinowski had written on the subject of acculturation. We did not attempt to answer this at once, but took the enquirer's telephone number. We then verified that "acculturation" meant the assimilation of one culture by another.³ We knew that we had most, if not all, of Malinowski's books in our library and that the author of them had died in 1942. We then carefully examined the contents lists and indexes of his books; the result was not satisfactory. The word "acculturation" was not mentioned very often and we could not find any lengthy general discussions of the

³ This definition is not accepted as satisfactory by some anthropologists, but it will suffice for the present illustration.

subject, although there were many passages which were obviously relevant to it. We then discovered, with the aid of the *International index to periodicals* (the *Bibliographic index* disappointingly failed us here) that there was a bibliography of Malinowski's writings, both of his books and of his contributions to periodicals, appended to his obituary in vol. 45 (July 1942) of the *American anthropologist*, on pp. 445-51. We then examined all the additional items listed there which we had in our library; some we did not have. The result of this was that we discovered nothing that answered our enquiry better than what we had previously found, but that two of the periodical articles we did not have looked, from their titles, as if they might be more suitable. At this point in the search a lady who lectures on anthropology was seen in the library and her advice was asked. She informed us that the answer to the enquiry was to be found in Malinowski's *The dynamics of culture change: an enquiry into race relations in Africa* (1945), a book which had appeared posthumously in the United States and which was "on order" for our own library but which had not arrived at the time. This answer suited our enquirer admirably, for he was going to the United States, and we did not, therefore, have to search in London for a copy of the work. In the preface to this book we were able to read later, "Malinowski rarely used the word acculturation . . ." and to see in a section of the bibliography it contained, "Articles on culture change" by B. Malinowski.

One further example of the elusiveness of the literature of another subject may be cited. I was asked for material on export credit insurance schemes. A search in the catalogue of my own library, in general and special periodical indexes and in printed catalogues, revealed very little. The more general works on foreign trade that were consulted were not helpful. Since different countries have different schemes and since, in most cases, they are officially sponsored, it was logical to search separately in national literatures and, in particular, to examine bibliographies of official publications. A search in the indexes to British official publications revealed Acts of Parliament on the subject and an interesting discussion in a report of the Select Committee on the Estimates.

Export credit insurance in Europe today, by S. K. Margold, issued by the U.S. Government Printing Office in 1934, was found to be a useful survey of the pre-war situation. Five surveys of the practices of various countries published in 1953 and 1954 were eventually traced, one Dutch, three German and one Swiss. Some of these studies included bibliographies. Fortunately this enquirer's interest in this subject was a relatively long term one and over a period of months several additional articles were found in Belgian, British, French, German, Swedish and Swiss periodicals. Many of

these were found in the process of a general screening of incoming periodicals which was being done primarily for another purpose. The *Papers and proceedings of the First International Credit Conference*, especially volume 5 (1954), were found to contain several interesting articles. These volumes were published in Italy. The enquirer himself later produced for us the August 1953 issue of the *Exporter's digest and international trade review* which contained a bibliography on the subject. Most of the references thus gathered were, interestingly enough, not only not indexed in the general indexes to periodicals, but also could not be found in such specialized sources as *Bulletin of the public affairs information service*, *Economic abstracts* (The Hague) and *Documentation économique*. It may be that the new *International bibliography of economics* 1952- (1955-) which Unesco is publishing will prove to be more exhaustive, though the 1952 volume does not provide many entries on this subject.

It was also discovered that there were bills before national parliaments in Europe at the time the enquiry was received, so that providing *all* the relevant literature available would have been quite a task and one in which the sources described in the present volume offered only very slight assistance. Some of the national organizations concerned with this matter were found to have annual reports.

A further interesting point about this question is that some of the periodical articles were in economic journals of a general character while others were in journals specializing in foreign trade or insurance. Our library was relatively strong in journals of the first type, but we had very little on insurance and we were not even familiar with the methods of searching the literature of that subject.

Let us examine, in happy contrast, how a difficult enquiry was dealt with more successfully. The purpose of this illustrative example is to explain how one makes use of the various different kinds of sources which have been listed earlier in this chapter. We were asked if we could discover the dates of birth and death of eight British inventors. This was, of course, really eight enquiries, though it was, in fact, convenient to take them together, at any rate in the earlier parts of the search. It is interesting to note that we found our clues about the individual men in many different kinds of sources. We soon discovered that, although many brief references were to be found to these men and their inventions, very little was known about their lives; they were mostly of humble origin and not one of them had become sufficiently famous to have had his biography written in any detail, though in several cases their inventions had been important. The "topographical approach" proved to be very useful in several cases; once we had discovered where they had been born and where they lived, we were able to

use many fresh sources of information, from some of which the required answers were obtained.

As the greater portion of the library where the search began is not closely classified, we had to place extra reliance on the subject catalogue. It was reasonable to look there under the names of these men to see if we had any specific writings about them; the answer was no. We also examined, with the subject catalogue as our guide, various histories of inventions, and allied works. These fell into the following groups:

1. Works on the instruments, tools and processes which had been invented. There were few of these.
2. Histories of the industries with which our inventors had been connected. In this group may be included histories written from the technical aspect and others written from a social and economic point of view; some works dealt, of course, with both aspects.
3. Historical chapters in general works on the industries concerned.
4. General histories of technology and inventions.
5. Contemporary monographs on the industries concerned.

Many of the other works we consulted can be grouped into the classes which have been described earlier in this chapter. We had still to make frequent reference to our subject catalogue to find these.

(a) Encyclopædias. The modern encyclopædias had no entries for these men under their own names and only the briefest of references to them elsewhere. One early nineteenth-century encyclopædia provided us with additional information about one of our men in an article on the machine he had improved.

(b) More specific reference books. We consulted several biographical dictionaries of the following kinds:

1. General. There were no entries in the *Dictionary of national biography* for these men; and we also looked, unsuccessfully, in other general biographical dictionaries.
2. Of inventors. This was also unsuccessful.
3. Of men or writers connected with the various industries and trades. Most of the men we were seeking had not, as far as we could tell, written anything, but one had, and we found information about him in *Agricultural writers* by D. McDonald (1908).

We had to consider whether any of the other special kinds of biographical reference books would help us, such as those of persons belonging to religious faiths and sects, persons who had

attended particular schools, etc. (This latter source was unlikely to be of any help for we knew that our men were of humble birth.)

(c) Standard works. We had consulted the standard histories of inventions and technology early in our search, at the time we made initial use of our own catalogue.

(d) A separate bibliography of the subject. We consulted a bibliography of biographies, the *Analytical bibliography of universal collected biography* by P. M. Riches quite early in our search; it did not contain entries for any of our men. It seemed very unlikely that bibliographies connected with the industries concerned would be of any use and this source was not explored.

(e) General subject bibliographies. We did not feel that it was any use consulting these under the names of our inventors, and we knew that we had already obtained the names of the most extensive works on industrial history. In this case this source was not required.

(f) Special abstracting or indexing services. The *Transactions of the Newcomen Society for the Study of the History of Engineering and Technology* contains a periodic *Analytical bibliography of the history of engineering and applied science*; this was examined from its beginnings up to the present time. The fact that we found no references to these men in it confirmed our impression that our task was difficult. We did not follow up references to the histories of particular industries in this work, although we looked under subjects as well as under names. A periodic German bibliography in the same field was not consulted.

(g) Year's works. There are no appropriate works of this kind in our field.

(h) General indexes to periodicals. We felt justified in ignoring these as our men were so elusive; though we might reasonably have consulted *Poole's index to periodical literature* which covers the greater part of the nineteenth century.

(i) Indexes to individual periodicals. The *Transactions of the Newcomen Society* referred to above had presumably found and indexed the majority of articles in periodicals on the history of technology, but we felt justified in examining a limited number of the more important periodicals of which we had long sets and cumulative indexes. We were rewarded by some biographical details of one of the men in an early volume of the *Journal of the Royal Agricultural Society of England*. One of the other periodicals we examined in this fashion was the *Gentleman's magazine*, although we knew that the obscure origin of our men, and the fact that they had lived away from London and society, would make it unlikely that they would be referred to there. This proved to be the case.

At the end of this search of our own collections and of many

books on the open shelves of the Patent Office Library (where we were able to make use of the classification to find the works we required), we knew something about each of our men and a good deal about some of their inventions. We knew where each of them had lived, so our next step was to consult local histories and the standard histories of their counties. We also sought for bibliographies of the areas in which they had lived, such as printed catalogues of library local collections. We had no success among our own reference books of this kind or among those on the open shelves in the British Museum Reading Room. We did not pursue this aspect of the matter further because we had by then decided that it would be quicker now to write to the librarians of the libraries in the areas concerned and ask for their assistance.

Before we did that, we consulted one specialized source of information of which we knew ; the manuscript indexes to inventors in the library of the Patent Office ; these had no entries for our men. We had also spoken to a professor of economic history and to another man who has a great personal knowledge of the history of technology, without success.

At this stage we had the dates of one of our men, and the probable dates of another ; those of six men still completely eluded us. We then wrote our letters of enquiry. With one exception, these were to the librarians of public libraries. We had also found that at least one of our men had a descendant alive, so we addressed an enquiry to the latter. In each case we explained what we had already found about the persons concerned. We received courteous replies to all these letters. Dates were quoted for three of the men from local publications which it would have been hard, if not impossible, to find in London ; one library obtained dates for a fourth man from another descendant, while "our" descendant supplied dates for the fifth man. One of the six replies confirmed our probable dates. A seventh reply quoted dates for another of our men from a book which we had in our own library ; it was one we might well have known of and consulted. This was an apt illustration of the fallibility of reference librarians ! There was now one man about whom we had no information. Further enquiries were made in that area by the local librarian, but without success. We could only quote to the enquirer the statement in a comprehensive history of industry in that district that "not even a tombstone is left to mark his grave".

It may be queried, "were we justified in spending so much staff time in answering this enquiry" ? Bearing in mind what has been said on the subject of assisting readers in chapter 1, we feel that we were. We were assured of the serious nature of the enquiry and there was, in this case, no possibility of directing the

enquirer himself to some of the possible sources, for the query came by letter from abroad.

Many of our country's larger reference libraries will do this kind of work regularly for their readers. Questions of this kind offer a challenge to one's resourcefulness and perseverance, and there is no doubt that the work itself is usually of considerable interest. Unfortunately one often feels like doing some further research of one's own into the matter which has been investigated. Reference work of this kind gives one temporary insights into many attractive fields of knowledge about which one feels personally very ignorant and in some of which the accessible printed information is very slight. But we remain, as far as our work is concerned, the servants of others in these matters.

REFERENCES

From May 1936 until December 1944, Herbert Woodbine contributed regularly to the *Library Association record* notes under the heading of "Reference libraries". Sometimes part or all of one of these contributions was devoted to explaining how a difficult enquiry had been pursued. Students should spend a little time browsing among these accounts, and should notice in particular how reference books of many different kinds have been made to work together. Some specific references to Woodbine's notes have been given at the end of chapter 13.

THE LITERATURE OF SPECIAL SUBJECTS

It would be logical if this book included a description of the principal reference books dealing with special subjects of knowledge. The author feels, however, that he would not be able to do justice to the relationships between all these books within the covers of one volume. A teacher instructing a student about the reference books in a special subject field should aim first to give the student a picture of the nature of the literature of the subject and then begin to place individual works of reference within that pattern. It is not enough to learn the names of many works of reference without understanding their relationship with each other and with the total literature of the subject.

This chapter will, therefore, just take two subjects—non-ferrous metals and international law—and describe in general terms the kinds of literature used when making investigations in them. A number of guides to the literature of special subjects have been written recently which give similar guidance for other subjects. Indeed, some of these works include extensive, annotated bibliographies. A list of some guides published since 1945 is given in Appendix one to the present volume. Reference librarians are strongly recommended to acquire this kind of publication. Not all of them are well done, but even the poorest can be of help. Many of them are of American origin; their applicability in Great Britain will thus vary according to their subject matter, some being almost as useful in Great Britain as they are in the United States, while others will be less useful here.

Let us begin with the non-ferrous metals. The literature of metallurgy is conveniently divided into two parts—that which deals with iron and steel (ferrous metallurgy) and that concerned with the other metals, i.e., non-ferrous metallurgy. We must be concerned with all the processes connected with these metals from the time they are extracted from the earth to their appearance in a finished product. We will, however, neglect the economic and statistical aspects of the subject and deal only with its scientific and technical literature.

The field is certainly a wide one; not only are many different metals and alloys involved, but also many different processes concerning them. Some of these metals and processes have extensive literatures of their own. In addition to technical writings, a

specialist in this subject is bound to need the more theoretical studies of the properties and analyses of the metals he is using. This leads us into both physics and chemistry.

Like many other technical subjects, non-ferrous metallurgy has an extensive periodical literature. Many patent specifications, standards and research reports are also relevant to it. There are numerous professional associations, and development and trade associations concerned with the subject; many of them do much publishing. Useful lists of these bodies are included in *Non-ferrous metals: year book of associations and technical publications of OEEC countries, Canada and the United States*, published by the Organization for European Economic Co-operation and in the *Guide to foreign sources of metallurgical literature*, by J. T. Malek (1951); in both publications their names occupy several pages.

This, too, is a subject on which it is often essential to have the latest information. Although there are many excellent books on it, a search for information may well often begin with abstracting and indexing services. John T. Malek, in the work cited above, lists over forty such services of interest to the metallurgist. There are a few which deal with non-ferrous metals in a general way and more which deal with individual metals or with such specific subjects as foundry work, corrosion, welding, and surface treatment.

The best general service is provided in the "Metallurgical abstracts" which appear at the end of the monthly issues of the *Journal of the Institute of Metals* and which later cumulate into volumes, with indexes. These are abstracts of a very high quality. The *Bulletin* of the British Non-Ferrous Metals Research Association is also useful for its prompt notes on new literature. These notes are, however, only indicative in character and only a selection of the literature is covered. *Metallurgical abstracts*, on the other hand, endeavours to be exhaustive. The "Review of metal literature" which first appears in the *Metals review* and which is also cumulated into annual volumes is another well-known service. This covers both ferrous and non-ferrous metallurgy. As supporting material a person doing research will often need such basic abstracting services as *Chemical abstracts*.

An adequate library on this subject will not only need several abstracting services, but also many of the principal periodicals themselves. The book collection of such a library may also be considerable. Pages 34 to 90 of Malek's book record metallurgical books published in languages other than English in the period 1936 to 1949; many of the principal works are also enumerated by F. Kaysser and J. W. Wolf.¹ Essential reference books include

¹ "Das Schrifttum der Nichteisenmetalle". *Nachrichten für Dokumentation*, vol. 3 (December 1952), pp. 167-84.

Engineering alloys, by N. E. Woldman and R. J. Metzler (1948), the *Metals handbook* of the American Society for Metals (1948, supplement 1954), the *Metals reference book*, by C. J. Smithells (2nd ed. 1955, 2 vols.). These encyclopædic works will provide many essential facts at once. More extensive works of reference like the relevant parts of Gmelin's *Handbuch der anorganischen Chemie* (8te Aufl. 1927-) and the large encyclopædias of applied chemistry of Thorpe, Kirk and Othmer and Uhlmann will all be useful. Gmelin, incidentally, has a number of supplementary volumes devoted entirely to the patents concerning individual metals.

There are a number of separate detailed treatises on individual metals and processes, including the American Chemical Society's "Monograph series" on particular metals and a relatively new series, "Metallurgy of the rarer metals". Many bibliographical references will be found, both in these treatises and in the encyclopædic works mentioned in the previous paragraph. The choice of whether to start an extensive search with abstracts or with monographic or encyclopædic works will depend on the nature of the request. Often it will be necessary to search all available sources. There are relatively few separately published completed bibliographies on the subject; most of the bibliographies we use are included as parts of other publications or are abstracting and indexing services. There are, however, some special topics like corrosion which not only have treatises and abstracting services, but which also have retrospective completed bibliographies of considerable utility.

Let us now examine the literature of international law. Most general works on the subject include a section on the sources of international law and we are usually referred to the Statute of the International Court of Justice where the sources are enumerated as follows: (1) treaties and conventions, (2) custom, (3) the general principles of law recognized by civilized nations, and (4) judicial decisions and juristic opinion. It is useful to have these sources in mind when thinking in general terms about the literature of the subject.

There are several extensive treatises on international law and they form the principal reference books on this subject. One often consults these first in a search for a particular piece of information. There are one or two outstanding general works published in each of several countries; most of them are well documented. While it is usual to take the latest edition of the more modern works, it cannot be said that the older works are superseded in the way that books on the non-ferrous metals usually are. Indeed "the passage of time will add weight to the authority of juristic opinion, parti-

cularly if this is cited by statesmen, or if no principles contrary to such opinion become established".²

There are also two special categories of general works which approach the subject from differing angles. One of these describes international law as it is practised by a single state, while the other bases its material entirely on cases. It is true that we do have two encyclopædias of the subject, the *Dictionnaire diplomatique* issued by the Académie Diplomatique Internationale and the pre-World War II German encyclopædia edited by Strupp; these are useful auxiliaries to the main textbooks.

The periodical literature of international law is not so extensive as that of many subjects in the natural and applied sciences. Very few of the journals on the subject appear more frequently than quarterly and few countries have more than one journal devoted entirely to this subject. Some of the serials are annuals—as is the principal British publication, the *British year book of international law*. Articles on international law subjects do, however, appear not only in journals devoted to municipal (i.e., national) law, but also in a wide range of political and general journals. The proportion of periodical articles written in French is certainly higher in this subject than it is for non-ferrous metals. Unfortunately there is no adequate indexing or abstracting service for this literature. Part II of the mimeographed *Interim index to legal periodicals* provides some coverage under general subject headings, but this publication is not widely held in the United Kingdom. *International political science abstracts* and the *International bibliography of political science* also provide some coverage, as does the bibliography included in the *Nederlands tijdschrift voor internationaal recht*.

The last two publications cited in the previous paragraph record monographs as well as periodical articles. It is a common practice for a periodical on international law to include lists of (and sometimes abstracts of) the material appearing in other international law journals, but these sections are usually arranged by the name of the journal indexed and they are thus relatively useless for retrospective searching. It may be noted that the first periodical devoted entirely to international law, the *Revue de droit international et de droit comparé*, was founded in Belgium in 1869.

If we return now to the sources of international law, we shall see that two of them have literatures of their own. Though some treaties are republished in textbooks and periodicals, the primary sources for all of their texts (and the only source for some of them) are either separately published treaty series or other official serial publications, depending on the practices of the countries concerned.

² Starke (J. G.) *An introduction to international law*. 3rd ed. 1954. P. 47.

There are also extensive collections of treaties which are international in scope.

Judicial decisions concerning international law are made by international courts and national courts and they are now an important part of the literature. Sir A. D. McNair said recently in a lecture in New York that "the result of this increased volume of case law during the last three-quarters of a century has completely transformed the international corpus juris from a system that rested largely upon textbooks and diplomatic despatches into a body of hard law, resembling the common law or equity of your country and mine".³

The judicial reports of international tribunals are mostly published in separate series, though the reports of arbitration tribunals established especially to decide one problem are often monographic publications. Decisions of national courts affecting international law problems are often reported in special sections of international legal periodicals and many of the important ones have reached the textbooks. Many, however, have not been republished or abstracted in these ways. The primary source for them is in the national law reporting system of the country concerned, where it is often difficult to identify them, immersed as they are in the mass of purely domestic cases. There is one valuable annual which abstracts them, the *Annual digest of public international law cases*, but this has never claimed to be exhaustive and the latest volume published at the time of writing is for 1949.

The international lawyer will often want to refer to various other special types of literature, some of which have their own indexes. These include the documents of international organizations, national legislation on international matters (e.g., on diplomatic practice, on claims to marginal areas of the seas, etc.), official statements of policy made in parliaments or in diplomatic correspondence, and the legal opinions of government officials which may or may not have been published. A United Nations publication, *Ways and means of making the evidence of customary international law more readily available* (1949, U.N. sales no. 1949. V.6) is in fact largely an annotated bibliography of its subject. It shows that the works of reference at present available to us vary greatly in character from one country to another.

We have noted that the principal textbooks are well documented and it is probably from these that one would start to build up a bibliography on some particular aspect of international law. Alternatively, some special monographic study of our subject could be used, if one exists. There are relatively few separately published bibliographies, though we are fortunate in having the mono-

³ McNair (Sir A. D.) *The development of international justice*. 1954, p. 16.

graphic literature of the whole subject quite well covered in the published catalogue of the library of the Peace Palace at The Hague. It must be added that the titles of periodical articles on international law subjects can be deceptive and that consequently it is essential to examine the texts themselves before including such references in bibliographies.

APPENDIX I

SOME GUIDES TO THE LITERATURE OF SPECIAL SUBJECTS PUBLISHED SINCE 1945

Some of these publications are not well known, so that their imprints have been given. Most of the publications listed below contain guidance on the use of the literature as well as lists of publications, though a few works which consist entirely of bibliographical lists have been included.

Many of these publications are of American origin ; some of them are almost as useful in the United Kingdom as they are in the United States, while others are much less useful in the United Kingdom. This depends to a certain extent on the subject with which they deal ; guides to the literature of the natural and applied sciences have, for example, a wider international use than do most of the guides to the literature of the social sciences. These guides also vary a great deal in quality ; some are well-done, others are not.

A few periodical citations have been included in this list. These are references which the author has noticed and has thought worthy of mention. An exhaustive search has not, however, been made for periodical literature of this kind. It is believed that the list of monographic publications is relatively more complete for publications in English. If the author has omitted any of these, he asks that he be informed of them. Publications in languages other than English have not been included. The reader may profitably consult A. C. Townsend's "Guides to scientific literature", *Journal of documentation* vol. 11 (June 1955), pp. 73-78. The chapter by C. W. Hanson on "Reference and information work" in the forthcoming Aslib manual will contain an "outline scheme of guides to literature and sources of information in a special field" which it is hoped will provide suggestions for future work of this kind.

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- Daniel, R. S. and Louttit, C. M. Professional problems in psychology. New York, Prentice Hall, 1953.
- Johnson, B. C. and McFarland, R. L. Suggestions to a psychiatric investigator on the use of bibliographical resources. *Bul-*

letin of the Medical Library Association, vol. 43 (July 1955), 347-55.

Latham, A. J. Guides to psychological literature. *American psychologist*, vol. 9 (January 1954), pp. 21-28.

Ostvold, H. Manual of reference sources in psychology. St. Louis, Washington University, 1949.

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Barkley, A. and others. Manual of reference sources in sociology. St. Louis, Washington University Libraries [1950].

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Thom, J. M. Guide to research materials in political science. St. Louis, Washington University Libraries, 1952. 2 pts.

Law

Beardsley, A. S. and Orman, O. C. Legal bibliography and the use of law books. 2nd ed. Brooklyn, Foundation Press, 1947.

Bibliographical guide to United Kingdom law. To be published jointly by the United Kingdom National Committee of Comparative Law and the Institute of Advanced Legal Studies. Will probably appear in 1956.

Carruthers, V. M. Sources of information on public administration. *Library Association record*, vol. 57 (April 1955), pp. 135-40.

Coffey, H. Guide to legal research materials. 2nd ed. Ann Arbor, Overbeck, 1948.

International Committee of Comparative Law. A register of legal documentation in the world. Paris, Unesco, 1953.

Notz, R. L. Legal bibliography and legal research. 3rd ed. Chicago, Callaghan, 1952.

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Roberts, A. D. Searching for the texts of treaties. *Journal of documentation* vol. 5 (December 1949), pp. 136-63.

Williams, G. L. Learning the law. 5th ed. London, Stevens, 1954.

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Brickman, W. W. Guide to research in educational history. New York, New York University Bookstore, 1949.

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Fleming, T. P. Guide to the literature of science, for use in courses on science literature. New York, School of Library Service, Columbia University, 1952.

Jenkins, F. B. Science reference sources. Champaign, Ill., University of Illinois Library School, 1954.

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Pearl, R. M. Guide to geological literature. New York, McGraw-Hill, 1951.

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- Whitford, R. H. Physics literature : a reference manual. Washington, Scarecrow Press, 1954.
- World Meteorological Organisation. Guide to meteorological library practice. Geneva, 1955. (WMO—no. 39, T.P.14). Does not contain much bibliographical information.

Chemistry

- American Chemical Society. Literature resources for chemical process industries, edited by the staff of *Industrial and Engineering Chemistry*. Washington, D.C., 1954. (Advances in Chemistry Series, 10).
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- Wright, J. K. *and* Platt, E. T. Aids to geographical research. 2nd ed. New York, Columbia University Press, 1947.

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APPENDIX 2

QUESTIONS FOR PRACTICAL WORK

The following entries need editing before being transmitted as requests for inter-library loans. Students are invited to verify and correct them.

Arbuthnot, *Sir A.* Minutes of Sir Thomas Munro. 1886.
Congress on General Semantics, 3rd. University of Denver.
Report.

Corpus juris canonici. Is there an English translation ?

Les courbes d'Erlanger : la reseau des courbes. . . . 194 ?

Europäische Wirtschaftsrat in Paris. Wirtschaftsgemeinschaft
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Fixen and Roscoe. Tables of the vitamin content of human
and animal foods.

Hill, C. The effects of civilization on European states. 1805.

Keynes's proposals for the establishment of an international
clearing union.

Marx. A critique of the Gotha programme. Original German
text.

Monge, C. Acclimatization in the Andes : historical confirma-
tions of "climatic aggression" in the development of
Andean man. Baltimore, 1948. Original Spanish
required.

Peabody Foundation for Archæology. Proceedings, vol. 3,
1946.

Sorby's paper on the uses of thin slices in microscopic petrology.

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